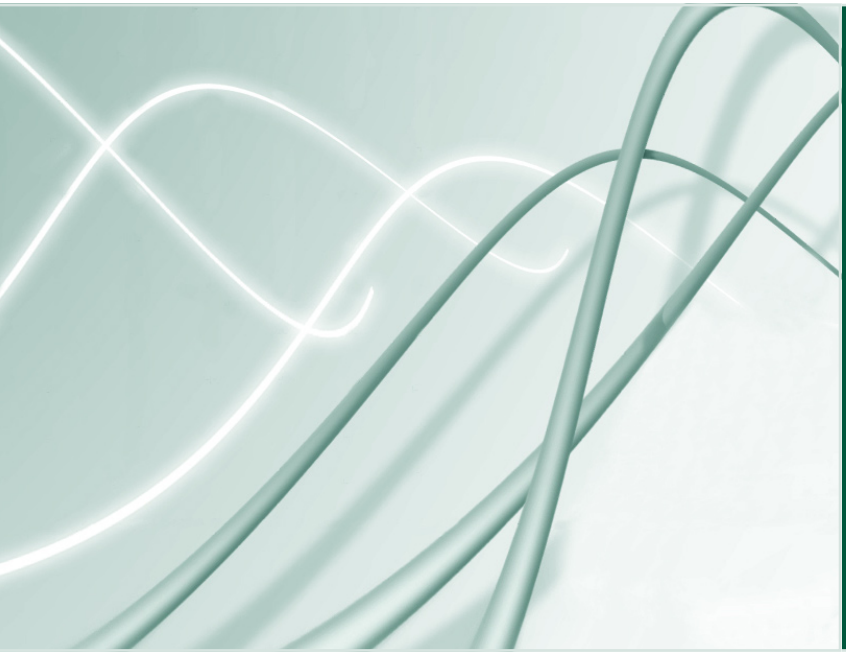
SDL Trados 2007



Translator's Workbench User Guide

SDL TRADOS TECHNOLOGIES

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TRANSLATOR'S WORKBENCH USER GUIDE

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TRANSLATOR'S WORKBENCH

This chapter introduces Translator's Workbench, the translation memory system. Sections include:

- Introducing Translator's Workbench
- Translator's Workbench Editing Environments
- Translator's Workbench and MultiTerm
- Multi-user Environments

Chapter

1

ABOUT THIS GUIDE

Welcome to the *Translator's Workbench User Guide*.

This guide introduces you to Translator's Workbench, the translation memory system in the SDL Trados product suite. It explains how to use Translator's Workbench to work with various types of translation memory and in a variety of working contexts. It provides task-based information about using Translator's Workbench and related applications for the purposes of translation, quality assurance, translation memory administration and project management.

The guide is divided into sections, each of which deals with a particular aspect of translation memory technology, including translation memory administration, interactive translation (editing environments), quality assurance (TagEditor plug-ins) and project management.

This guide is intended for use with the current release of Translator's Workbench which is shipped with SDL Trados 2007.

Audience Profile

This guide is intended for all users of Translator's Workbench. Whether you use the application for the purposes of translation, quality assurance, translation memory administration or project management, this guide will help you find out what you need to know.

Depending on the product you have purchased, you may be working with the Freelance or standard version of Translator's Workbench. In general, the information in this guide applies to both versions. Where necessary, the difference between versions is pointed out. The Freelance icon (displayed below) is used to indicate information that is specific to Freelance users.

FREELANCE

INTRODUCING TRANSLATOR'S WORKBENCH

Translator's Workbench is a sophisticated database system that is built around the core concept of *translation memory*, a method of capturing, storing and reusing translations. Archived translations are stored in translation memory databases. Translator's Workbench supports interactive translation through the interface with popular editing environments such as Microsoft Word and TagEditor. This interface provides direct access to the translation memory database while translation is in progress. Translator's Workbench also offers a wide range of complementary features that support other aspects of the translation process, including quality assurance, project management and translation memory administration. All features are available whether the translation memory database is stored locally for individual access, or made available for multi-user access in an intranet or Internet environment.

This section describes the key features of translation memory technology and explains the difference between file- and server-based translation memories. It also provides information about the different versions of Translator's Workbench.

Translation Memory Overview

During translation with Translator's Workbench, the program builds a linguistic database that stores all translated sentences or *segments* with their source language equivalents. These segment pairs are referred to as *translation units*. At the same time, Translator's Workbench builds an artificial neural network that is based on the content of the linguistic database. The neural network is designed to facilitate fast and efficient searching using fuzzy matching techniques. The linguistic database and its associated neural network are together referred to as a translation memory. Translator's Workbench allows you to manipulate the translation memory in various different ways.

Building Translation Memory

Each new translation memory is empty. You can build translation memory interactively or by importing aligned sentence pairs.

During interactive translation, Translator's Workbench automatically updates the translation memory that is open in the background. Each time you translate a segment of text, the corresponding translation unit is added to the translation memory. If you encounter the same or similar text in your source document twice, Translator's Workbench proposes your previous translation(s). You can accept, reject or edit these suggestions – both new and updated translations are added to the translation memory. In this way, the translation memory grows dynamically during the translation process.

You can also populate new or existing translation memories by importing previously translated material. The import feature enables you to transfer data from one translation memory to another, or to load translation memory data from WinAlign alignment projects. In this way, you can take advantage of existing translations when starting a new project.

Translation Memory Search and Fuzzy Matching

During translation, Translator's Workbench uses database technology to search the translation memory and propose previous translations for reuse. The search is based on the degree of similarity between the source segment for translation and the source segments of translation units that are stored in translation memory. Translator's Workbench expresses the degree of similarity between these source segments in terms of a percentage value. An identical match is therefore known as a 100% match, and is likely to provide the best available translation for the source segment you are translating.

As well as proposing identical matches, Translator's Workbench uses a technique known as *fuzzy matching*. Source segments from translation memory that are similar, but not identical, to the source segment for translation are known as *fuzzy matches*. Fuzzy match values can range from 99% to 30%, though a minimum match value of 70% is usually enforced during interactive translation. Translator's Workbench allows you to view all fuzzy matches in turn, and highlights the differences between translation memory content and the source segment for translation. This helps you to choose the best available translation for the source segment you are translating. As usual, you can accept, reject or edit suggestions.

As well as facilitating interactive translation, the fuzzy matching technique is also used during other types of translation memory search. The concordance feature and project management utilities such as document analysis and pre-translation all use fuzzy matching to identify translation memory content that is suitable for reuse.

Concordance Searching

The concordance feature in Translator's Workbench allows you to search the translation memory for fragments of text or *subsegments* that are similar or identical to the text you are translating. Translator's Workbench presents the search results as a list of source segments from translation memory in which the search text occurs, with their corresponding translations. You can configure Translator's Workbench to automatically run a concordance search when no match is found for the current source segment in translation memory. Alternatively, you can run a manual concordance search using the **Concordance** command which is available from the **Tools** menu in Translator's Workbench.

Batch Tools

Translator's Workbench facilitates project management by providing powerful batch tools for the analysis, pre-translation and post-production of files. The batch tools are so-called because they allow you to process files individually or in batches.

The analysis and pre-translation features help you to identify and apply reusable translation memory content before interactive translation begins. In this way, you can derive maximum benefit from existing translation memory content and reduce the requirement for human translation on new projects. The clean up feature is used after translation to remove unwanted source text from translated documents and update the translation memory in accordance with the latest changes. This ensures maximum consistency between the content of your translated documents and your translation memory.

Translation Memory Administration

Translation memory administration involves configuring your translation memory and managing translation memory data so that you can derive maximum benefit from it at all times.

Translator's Workbench offers a wide range of settings that allow you to customise the translation memory to suit different languages and file formats. You can regulate access rights, project settings and search settings to suit different working contexts and maximise translation memory performance for a given situation. Translator's Workbench also enables you to manage translation memory data effectively over time using the maintenance, import and export features.

Quality Assurance

The maintenance feature in Translator's Workbench allows you to monitor and modify the content of your translation memory at translation unit and global levels. This helps to ensure that the content of your translation memory is of a consistently high quality.

The TagEditor plug-ins provide quality assurance for your translated documents by allowing you to check and modify spelling and tag content. The Terminology Verifier allows you to check that the correct terms from your termbase have been used in your translation. The QA Checker allows you to check the TagEditor document to ensure that the format of the files is kept during translation

Types of Translation Memory

As we have seen, a translation memory comprises a linguistic database and its associated neural network. When this translation memory resides as a group of files on your system (local or network), it is referred to as a *file-based* translation memory. When a translation memory resides on a database server, it is referred to as a *server-based* translation memory. When you use Translator's Workbench to work with file-based translation memories, the application is being used in a stand-alone capacity. When you use Translator's Workbench to work with server-based translation memories, the application is being used as a client that is dependent on other components in a client/server implementation of the translation memory solution.

NOTE

All versions of Translator's Workbench support both file- and server-based translation memories.

The similarities and differences between the two types of translation memory are outlined in the following sections.

Translation Memory Data Format

In a file-based translation memory, linguistic data is stored in a TMW file; the TMW file is associated with a group of neural network files that enable fuzzy search capability. In a server-based translation memory, linguistic and neural network data is stored as a group of database tables in a database management system. The database management system resides on a database server.

Although the method of data storage for each type of memory is different, the data format remains the same. In each case, the basic unit of translation memory data is the translation unit or segment pair. This means that linguistic data from either type of memory is presented and manipulated in the same way during interactive translation, project management and maintenance procedures. Furthermore, server-based translation memories use the same import and export formats as file-based translation memories. This facilitates the exchange of data between the two types of translation memory.

Manipulating Translation Memory Data

In the case of both server- and file-based translation memories, Translator's Workbench acts as the main interface for the manipulation of translation memory data. In the case of a file-based translation memory, Translator's Workbench communicates directly with the database files. In the case of a server-based translation memory, Translator's Workbench always uses TM Server to communicate with the database on the database server.

Although the methods of transaction are different, the features in Translator's Workbench that control translation memory management, project management and interactive translation are the same for both types of memory. For more information, see "File- and Server-based Translation Memories Compared" on page 11-2.

Critical Differences

From a user's point of view, the main differences between server- and file-based translation memories have to do with translation memory access, creation and user management.

Translator's Workbench provides direct access to file-based translation memories, whether they are stored locally or at a network location. In order to access server-based translation memories, Translator's Workbench requires TM Server, a middleware component which is responsible for all communication with the database server where memories reside. Translator's Workbench may use an intranet or an Internet (TM Anywhere) connection to access the TM Server. Use of the Internet connection type enables Workbench users to share translation memories over the Internet.

In the case of file-based translation memories, the functions of translation memory creation and user management are carried out in Translator's Workbench. In the case of server-based translation memories, these functions are carried out in SDL Trados Server Manager, the administration client in a client/server implementation of the translation memory solution. Only administrators have access to SDL Trados Server Manager. The creation of server-based translation memories and the definition of access rights are therefore restricted features.

FOR MORE INFORMATION

For more information about working with server-based translation memories, see Chapter 10. For more information about translation memory access rights, see Chapter 11.

TRANSLATOR'S WORKBENCH EDITING ENVIRONMENTS

For the purposes of interactive translation, you can choose from a range of Workbench-compatible editing environments. Each editing environment includes the standard translation interface with Translator's Workbench and term recognition with MultiTerm. In each case, the Workbench toolbar and **Trados/Workbench** menu commands provide access to translation memory functionality and content.

TradosTag Bilingual File Format

TradosTag is the default bilingual file format in Translator's Workbench and TagEditor. During the translation process, TagEditor converts all formats to TradosTag, which is an XML-based format for representing tagged text and bilingual data for translation purposes. Text and formatting information are extracted from the native file format and presented in an abstracted file format, TradosTag. TradosTag files have a TTX extension.

Trados-Word

For the purposes of translation, Microsoft Word is linked to Translator's Workbench through a Word document template. The Word document template integrates the functionality of both applications, making translation much easier.

The Word editing environment is suitable for translating Word or RTF documents, including RTF help files and Workbench RTF.

FOR MORE INFORMATION

For more information about Translator's Workbench and Word, see Chapter 3.

TagEditor

TagEditor is a specialized application that is designed for translating, verifying and reviewing tagged text, Office and DTP file formats. For a full list of supported file types see "Supported File Formats" on page 1-10. TagEditor also includes a range of plug-in utilities that support tag verification and spell-checking.

As well as providing support for interactive translation, TagEditor offers the following features:

- Tag Settings Manager – allows you to manage the tag settings files that are available on your system. Tag settings files are necessary to process and format XML, HTML, and SGML documents for translation purposes. The Tag Settings Manager also provides access to the Tag Settings Wizard, where you can create and edit settings files.

- TagEditor plug-ins – provide support for quality assurance procedures during the translation of tagged text files. The spelling checker and tag verification plug-ins allow you to verify the spelling and tag content of all files that have been translated in TagEditor. The TradosTag Viewer plug-in provides you with advanced previewing and print functionality for TradosTag files. The SDL Trados Terminology Verifier plug-in allows you to check the terms which have been used in your document against the terms contained in your termbase or glossary. The TagEditor plug-in framework also facilitates the development of third-party plug-ins that can be used to further extend TagEditor functionality. The SDL Trados QA Checker allows you to run checks on your translated files.

Offline review – a facility that allows you to use TagEditor in stand-alone mode without connecting to Translator's Workbench for the purposes of reviewing translated documents.

Supported File Formats

The following translatable file types are supported:

File Type	Notes	Translation Tool
XML	XSL, XLIFF documents (XLF)	TagEditor
HTML	Active Server Pages (ASP), Active Server.NET (ASP.NET), Java Server Pages (JSP), Include files (INC) and Active Server Page Framework (ASPX).	TagEditor
SGML		TagEditor
Microsoft Word 2000-2003 Microsoft Word 2007	DOC, DOT, RTF DOCX, DOTX	TagEditor
Microsoft Excel 2000-2003 Microsoft Excel 2007	XLS, XLT XLSX, XLTX, XLSM	TagEditor
Microsoft PowerPoint 2000-2003 Microsoft PowerPoint 2007	PPT, PPS, POT PPTX, PPSX, POTX, PPSM	TagEditor
FrameMaker	FrameMaker + SGML (MIF), converted to STF (Workbench RTF only)	
InDesign	InDesign CS 2 Interchange format files (INX) or InDesign tagged files (ISC, TXT) InDesign CS1 (INDD), (INDT)	TagEditor
QuarkXPress	QuarkXPress tagged files QSC, XTG, TTG, TAG	TagEditor
	Copy Flow Filter for Mac-based QuarkXPress files	SDLX
PageMaker	P65 and PMD converted to Tagged files TXT	SDL Trados-Word
Interleaf	ILDOC and ILSTY files saved as IASCII and converted to STF (Workbench RTF only)	

File Type	Notes	Translation Tool
Ventura	VP converted to Tagged files TXT	
Workbench RTF		
Code files	C, C++, Visual Basic	SDLX
Windows Binary	EXE, DLL, OCX	TagEditor
Windows Resource	RC	TagEditor
Java	PROPERTIES	TagEditor
StarOffice	SXW, SXC, SXI	TagEditor
OpenOffice	ODT, ODS, ODP	TagEditor
Generic delimited text	CSV, CAT files. SDLX 2005 SP1 (Lite or better) must be installed.	TagEditor or SDLX
RESX	the .NET XML-based RC format	TagEditor
OpenTag		SDLX
TradosTag files (TTX)	TradosTag provides a standard method of describing tagged text formats and bilingual data for translation purposes. Text and formatting information are extracted from the native file format and presented in an abstracted file format, TradosTag. TradosTag is an XML-based file format that provides a standard method for processing XML, HTML, SGML and DTP file formats.	TagEditor
SDLX Translation files	ITD SDLX 2005 SP1 (Lite or better) must be installed to edit SDLX files in TagEditor	
Generic Text	TXT	

NOTE

The document analysis and pre-translation features in Translator's Workbench support the same range of translatable file types as TagEditor and Trados-Word. For more information about these features, see Chapter 8.

FOR MORE INFORMATION

For more information about the characteristics and requirements of specific file formats during translation, see the *File Formats Reference Guide*. For more information about Translator's Workbench and TagEditor, see Chapter 4.

TRANSLATOR'S WORKBENCH AND MULTITERM

MultiTerm is the terminology management solution. Designed as a multilingual, concept-based terminology system, MultiTerm allows you to store terminology and related information in a customised database format. We refer to the MultiTerm terminology database as a *termbase*.

FOR MORE INFORMATION

For more information about the MultiTerm client application, see the *MultiTerm User Guide*.

Active Terminology Recognition

MultiTerm is integrated with Translator's Workbench to provide active term recognition during translation. This means that translations of terms stored in MultiTerm are automatically suggested as you translate your documents. Even if Translator's Workbench cannot find a suitable segment match for the current source segment in translation memory, it can still help by retrieving information at term level. Matching terms from the MultiTerm termbase are highlighted in the Workbench source window. The corresponding termbase entry is displayed in the Workbench terminology window. You can easily paste the target term into the document you are translating, or carry out a further termbase search. Active term recognition uses the fuzzy matching technique to identify terms that are identical or similar to the content of your source text. Active term recognition can find not only reduced word forms (for example, base forms of verbs) but also root forms of compound words, even if the elements of these compound words are spread throughout the source segment.

You can add terms directly to your termbase from within Translator's Workbench and Word, or from within TagEditor, enriching your termbase as you work.

NOTE

For more information about terminology recognition during translation, see Chapter 6.

RELATED DOCUMENTATION

Below is a list of the documentation included with SDL Trados Synergy:

SDL Trados Installation Guide – contains information for the installation and configuration of all the SDL Trados components, including Synergy, the translation tools and the server components.

SDL Trados Administrator Guide – contains information about the SDL Trados server components, including TM Server, Server Manager and Synergy Server.

SDL Trados Synergy User Guide – introduces you to the main concepts in SDL Trados Synergy, including project creation and the translation workflow in Synergy.

SDL File Formats Reference Guide – contains information about the preparation, conversion and post-production tasks associated with specific file formats. This guide includes information about the Tag Settings Manager and Wizard and the SDL Trados Story Collectors.

WinAlign User Guide – contains information about file alignment with WinAlign.

Accessing Documentation

The full set of SDL Trados 2007 guides is available in PDF format:

- in the Doc subfolder of your SDL Trados 2007 installation folder
- from **Start** > **Programs** > **SDL International** > **SDL Trados 2007** > **Documentation** after installation of the software.
- Some guides are also available from the **Start** view in SDL Trados Synergy.

There are also several useful tutorials which are available:

- in the Tutorial subfolder of your SDL Trados 2007 installation folder
- from **Start** > **Programs** > **SDL International** > **SDL Trados 2007** > **Tutorials** after installation of the software.
- Some tutorials are also available from the **Start** view in SDL Trados Synergy.

Online Help is also available with each of the SDL Trados applications.

LANGUAGE SUPPORT

In general, language support in Translator's Workbench and related applications corresponds to the language support that is installed on your system. You can find a complete listing of supported languages at the end of this guide.

Translator's Workbench allows you to input content in any language into translation memory text and attribute fields. It is possible to input any Unicode character into a translation unit.

For more information about specific support for bi-directional and DBCS (double-byte character set) languages in Translator's Workbench and TagEditor, see the relevant online help.

Support for Unicode-only languages

SDL Trados 2007 offers support for 20 additional languages, including Hindi and other languages which do not have a code page. These languages are sometimes described as Unicode-only languages. Fonts for these languages must have OpenType layout table support.

How to find out if a font supports OpenType Layout Tables

Microsoft ships a special Font Properties Extension tool which can be downloaded from *http://www.microsoft.com/typography/TrueTypeProperty21.mspx*. This tool extends the Font Properties dialog box in Windows and shows which OpenType Layout tables a font supports. The most important tabs are **Features** and **Char Set/Unicode**.

Font recommendations

We recommend that you use Arial Unicode MS which is available on the Microsoft Office CD. This font supports OpenType Layout tables for rendering complex scripts, and the font contains all codepages required to type text. This is especially important when mixing complex script content with Western content. SDL highly recommend to use a font that supports as many OpenType Layout tables as possible and Arial Unicode MS does so.

For Telugu, the shareware font Code 2000 should be used. For more information on the Code2000 font and to download it see *http://home.att.net/%7Ejameskass/code2000_page.htm*

We recommend using Arial Unicode MS for widest support. The following fonts may also be used but they do not support Western characters:

Language	Font recommendation
Gujarati	Arial Unicode MS. Shruti or Padmaa (Windows XP standard Gujarati font).
Hindi (Devanagari)	Arial Unicode MS. Mangal (Windows XP standard Devanagari font), Shruti, may also be used.
Urdu	Arial Unicode MS, Tahoma (Windows 2000/XP standard Arabic font), may also be used.
Kannada	Arial Unicode MS, Tunga may also be used.
Telugu	Code 2000

NOTE

We recommend using Translator's Workbench with TagEditor for all languages and all file types including Word .doc files.

MULTI-USER ENVIRONMENTS

SDL Trados Synergy, SDL Trados TM Server, SDL GXT and SDL TeamWorks are specialized systems designed to meet the requirements of multi-user groups. Each of these systems is based on a client/server architecture, incorporating TM Server technologies to provide server-based translation memory capability. In the context of these systems, Translator's Workbench acts as the main translation memory interface, providing full support for both file- and server-based translation memories.

Outside these systems, Translator's Workbench can also facilitate multi-user groups by enabling them to share file-based translation memories over a local area network (LAN). In this case, the application acts in a stand-alone capacity and provides direct access to network-based translation memory files.

FOR MORE INFORMATION

For more information on using Translator's Workbench in multi-user environments see Chapter 10.

TRANSLATION MEMORY SETUP, CONFIGURATION AND USE

Chapter 2

This chapter shows you how to create a file-based translation memory and how to configure both file- and server-based translation memories. The following translation memory configuration options are explained:

- Defining text and attribute fields
- Assigning project and filter settings
- Font and substitution options
- Segmentation rules
- Non-translatable text
- Access rights

The following translation memory options are described:

- General options
- Translation memory penalties
- Concordance tools

OVERVIEW

This chapter shows you how to create a new file-based translation memory. It explains how to configure both file- and server-based translation memories using the settings that are available in the **Setup** dialog box in Translator's Workbench. It explains how to use project settings, filters, and translation memory options in order to gain maximum benefit from your memory during translation.

Audience

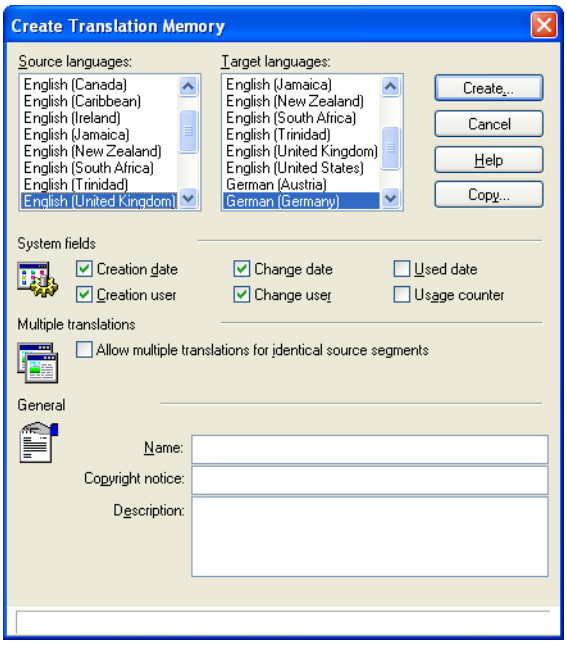
In general, the information in this chapter is relevant to the users of file- and server-based translation memories. However, access to certain features may be subject to restriction. In the case of file-based translation memories, the **Setup** command is only available if you open the memory in exclusive access mode. In the case of server-based translation memories, the **Setup** command is only available if you access the memory with TM Administrator rights.

CREATING A TRANSLATION MEMORY

To create a new file-based translation memory:

1 Launch Translator's Workbench from your **Start** menu.

2 From the **File** menu, select **New**. The **Create Translation Memory** dialog box opens.



3 From the Source languages list, select a source language, for example, **English (United Kingdom)**. From the **Target languages** list, select a target language for example, **German (Germany)**.

4 Under **System fields**, check that the **Creation date**, **Creation user**, **Change date** and **Change user** options are selected. These are the default system fields for a new translation memory in Translator's Workbench.

5 Under **Multiple translations**, accept the default setting and leave the **Allow multiple translations for identical source segments** check box clear.

6 In the **Name** box, enter a name for your new translation memory, for example, *My Translation Memory*. This name is saved in your translation memory and is not the file name itself.

7 In the **Copyright notice** box, enter a copyright notice, for example, *© My Own Software Company*. You can change the copyright notice at any time using the **Setup** command on the **File** menu.

8 In the **Description** box, enter a description of the contents of your translation memory, for example, *This TM contains all my software product documentation in English and German*. You can change the description at any time using the **Setup** command on the **File** menu.

9 Click **Create** to confirm the settings. Assign a file name to your translation memory and save it in a folder of your choice. Translator's Workbench automatically adds the `.tmw` extension and stores the new translation memory and its associated neural network files on your hard disk.

When creating a new translation memory, Translator's Workbench creates five new files: a database file in which the translation units are stored and four neural network files required for fuzzy searches.

Extension	Description
`*.tmw`	Main translation memory database file
`*.mdf, *.mtf, *.mwf,*.iix`	Neural network files

NOTE

- If you want to copy or move a translation memory, copy or move all five files. Otherwise Translator's Workbench displays an error message when opening the copied translation memory.
- You cannot create server-based translation memories in Translator's Workbench. The creation of server-based translation memories takes place in Server Manager, the administration client for TM Server-based systems. Only administrators have access to the Server Manager client.

TRANSLATION MEMORY CREATION OPTIONS

This section explains the options you can set when creating a new translation memory, using the **Create Translation Memory** dialog box in Translator's Workbench.

Source and Target Languages

The selection you make in the **Source languages** list defines the source language of your translation memory. The selection you make in the **Target languages** list defines the target language. If a language is not listed, this means your copy of Windows does not yet support it. In Windows 2000, Windows XP and Windows Vista install additional language support via **Start** > **Settings** > **Control Panel** > **Regional Options**. Select the language settings for the system and check the languages that you require.

FREELANCE

If you are using the Freelance version of Translator's Workbench, only five languages (and their sublanguages) appear for selection in the source and target language lists. The languages that are listed correspond to the languages that you selected during installation.

Translator's Workbench allows you to create monolingual, bilingual and multilingual translation memories as follows:

- To create a bilingual translation memory, select different source and target languages. The bilingual translation memory is the most common type of memory.
- To create a monolingual translation memory, select the same source and target language.
- To create a multilingual translation memory, select several target languages by holding down the [Ctrl] key while you click the required target languages.

NOTE

- You cannot undo your choice of source and target languages. However, you can add new target languages at any time using the **Setup** command on the **File** menu.
- You cannot create a monolingual translation memory in the Freelance version of Translator's Workbench.

System Fields

Translator's Workbench assigns system fields to each translation unit that is created for your new translation memory. These system fields store administrative information, such as the date on which a given translation unit was created. The available system fields are:

System Field	Description
Creation date	The date on which a translation unit was created.
Creation user	The user ID of the user who created a translation unit.
Change date	The date on which a translation unit was last changed.
Change user	The user ID of the user who last changed a translation unit.
Used date	The date on which a translation unit was last used.
Usage counter	The number of times a translation unit was used.

When you select the **Used date** and **Usage counter** system fields, Translator's Workbench updates the translation memory by means of a write operation each time a translation unit is used. The remaining system fields do not require write access. Omitting the **Used date** and **Usage counter** fields may help to optimise translation memory access speed.

WARNING

Once you define your system fields during translation memory creation, you cannot change them.

NOTE

The same range of system fields is available during the creation of server-based translation memories in SDL Trados Server Manager, the administration client for TM Server-based systems. For more information, see the *SDL Trados Administrator Guide*.

Multiple Translations for the Same Source Segment

In certain circumstances, the same source segment may occur in a number of places in a document for translation. Depending on the context, the same target segment is not always appropriate. If you select the **Allow multiple translations for identical source segments** option when you create a new translation memory, Translator's Workbench allows you to create multiple translation units with the same source text and different target text. The default setting is for the option to remain unchecked. During translation, you can set a translation penalty for translation units that have more than one target segment. The default penalty is set to 1%.

Converting Translation Memories to allow Multiple Translations

You cannot change this setting after you create the translation memory. If you wish to allow multiple translations for the same source segment in an existing translation memory, you can use the export and import commands as described below:

1. Export the translation memory to a text file.
2. Create a new translation memory, selecting the **Allow multiple translations for identical source segments** option.
3. Import the translation memory data from the text file into the new translation memory.

Copying the Setup of an Existing Translation Memory

Another way to create a translation memory is to copy the setup of an existing translation memory. In the **Create Translation Memory** dialog box, click **Copy** and select the translation memory whose setup you wish to copy. Your new translation memory adopts all the properties of the existing translation memory, for example, source and target languages, system fields, attribute and text fields.

Using WinAlign to Create a Translation Memory

You can create a translation memory import file from existing translation material using WinAlign, the visual alignment solution.

FOR MORE INFORMATION

For more information on WinAlign, see the *WinAlign User Guide*.

TRANSLATION MEMORY SETUP

This section shows you how to configure your translation memory to suit different languages and file formats using the **Setup** command on the **File** menu. The information applies to both file- and server-based translation memories.

NOTE

- The **Setup** command is subject to access restrictions. In the case of file-based translation memories, it is only available when a translation memory is open in exclusive access mode. In the case of server-based translation memories, it is only available when you access the translation memory with TM Administrator rights. For more information about translation memory access rights, see Chapter 11.
- By default, the Freelance version of Translator's Workbench opens all file-based translation memories in exclusive access mode. This means that Freelance users have automatic access to the **Setup** command, unless they are working with password protected or server-based translation memories.

The Setup Dialog Box

To configure your translation memory, select **Setup** from the **File** menu. This opens the **Setup** dialog box.

TIP

The name and location (or address) of the translation memory you are working with is always displayed in the title bar of the **Setup** dialog box.

The **Setup** dialog box consists of a series of tabs with the following configuration options:

- **General**: Specify the name, copyright notice and description of your translation memory. This tab also displays the source and target languages of your translation memory.
- **Fields**: Specify the text and attribute fields for your translation memory.
- **Fonts**: Set the default font to be used for displaying source and target language. You can also define automatic font replacements during translation into such languages as Russian, Japanese, Arabic or Hebrew.
- **Substitutions**: Define which non-translatable items, such as numbers, names and dates, should be automatically replaced during translation.
- **Segmentation Rules**: Set the rules governing the segmentation of your texts based on punctuation.

- **Non-translatable Text**: Define non-translatable paragraph or character styles to be ignored during translation.
- **Access Rights**: Define passwords to restrict access to file-based translation memories at various levels.

NOTE

The **Access Rights** tab in the **Setup** dialog box is not available for server-based translation memories. Access rights for server-based translation memories are defined outside Translator's Workbench by your administrator. For more information, see "Server-based Translation Memory Security" on page 11-10.

The configuration options on each tab are explained in more detail in the sections that follow. Further information is available in the online help for Translator's Workbench.

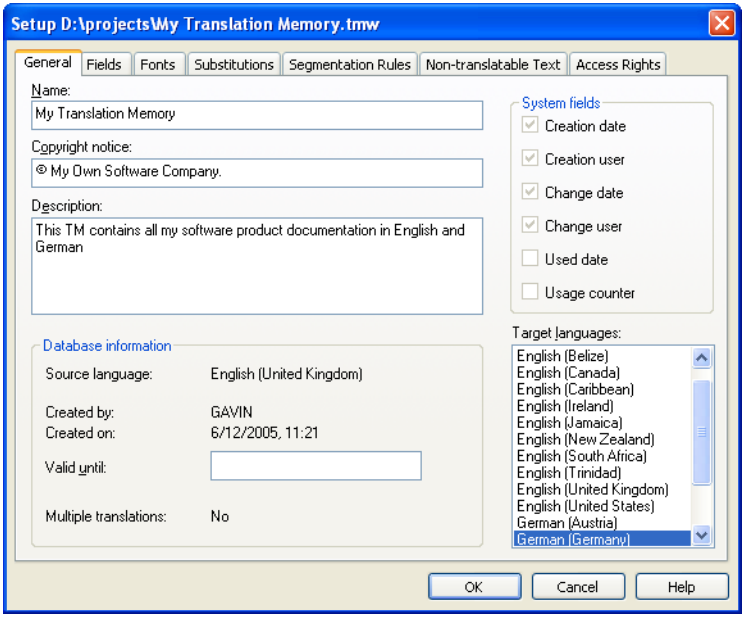
Defining General Translation Memory Properties

Use the **General** tab of the **Setup** dialog box to define and view information about general translation memory properties. Most of these properties apply to both file- and server-based translation memories.

Some of the information on the **General** tab is displayed for information purposes only, for example, information about the list of system fields that are active for the current translation memory and the status of the multiple translations option. These properties are defined during translation memory creation (in Translator's Workbench or SDL Trados Server Manager) and cannot be modified afterwards.

FOR MORE INFORMATION

For more information about the properties that are defined during the creation of file-based translation memories in Translator's Workbench, "Translation Memory Creation Options" on page 2-5. For more information about the creation of server-based translation memories, see the *SDL Trados Administrator Guide*.



The information on the **General** tab is explained below. Unless otherwise noted, the information applies to both file- and server-based translation memories.

- **Name**: Enter a name for your translation memory. This name is saved in your translation memory and is different to the file name or, in the case of server-based translation memories, the display or physical name. The translation memory name is displayed in the **Properties** dialog box, which you can access using the **Properties** command on the **File** menu.

- **Copyright notice**: Enter copyright information (for example, © *My Own Software Company Inc.*) for your translation memory. This information is displayed in the **Properties** dialog box.

- **Description**: Describe the contents of your translation memory. This information is displayed in the **Properties** dialog box.

- **Database information**: This area displays basic information about the translation memory, such as its source language, the user ID of the translation memory creator and the date on which the memory was created. The status of the **Multiple translations** setting indicates whether or not the translation memory supports multiple translations for the same source segment. The default setting for this option is **No**. This information is defined during translation memory creation and cannot be modified afterwards.

If you are working with a file-based translation memory, use the **Valid until** box to enter a date after which the memory is no longer valid. After this date, the translation memory can only be opened in exclusive access mode, using the relevant password where necessary. This feature does not apply to server-based translation memories.

- **Target languages**: To add one or more new target languages to a file-based translation memory, select the new target language(s) from the **Target languages** list in the **Setup** tab. Click **OK** to confirm. The new target language or languages are irreversibly added to your translation memory. The option to add new target languages does not apply to server-based translation memories.

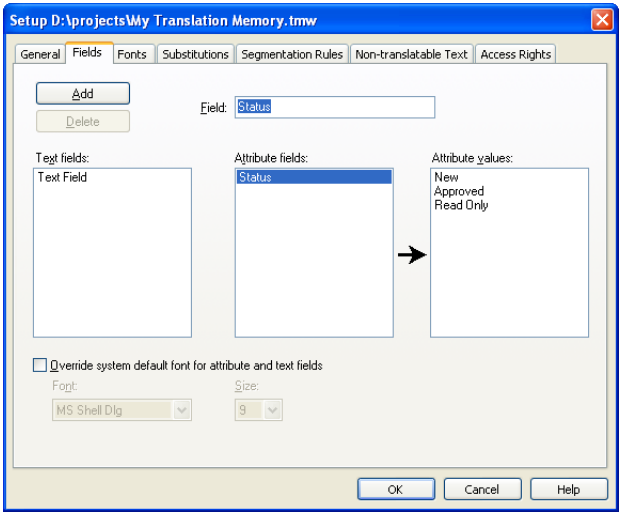
- **System fields**: This area displays a list of system fields that can be used to store administrative information about translation units. Selected system fields are automatically assigned to each new translation unit that is added to the translation memory. System fields are selected during translation memory creation and the selection cannot be modified afterwards.

NOTE

The same system fields are used for both file- and server-based translation memories. For more information, "System Fields" on page 2-6.

Defining Translation Memory Fields

Use the **Fields** tab of the **Setup** dialog box to describe the linguistic data stored in your translation memory. Descriptive information is stored in text and attribute fields.



What is an Attribute Field?

An attribute field is a user-defined field that provides classification information about a translation unit, for example, the name of the client for which the translation was created or whether the translation has been approved. Attributes are defined when a translation memory is created and may be assigned to each translation unit created. They may also be used as a criterion for filters.

What is a Text Field?

A text field is a user-defined field that provides information about a translation unit that changes from project to project, for example, the code identifying a project. Text fields are defined when a translation memory is created and may be assigned to each translation unit created. They may also be used as a criterion for filters.

Example

XYZ Corporation has a language service section. Translation projects have the following information items:

- Every document to be translated has its own identification code, consisting of the abbreviation *PROJ* for project, the year and a number (for example, *05/105*, means the 105th translation in the year 2005).
- You currently work for three clients: *New Chemicals Ltd.*, *Pro Software Inc.* and *Heavy Engineering & Co*. You specialise in chemistry, software, hardware and engineering.

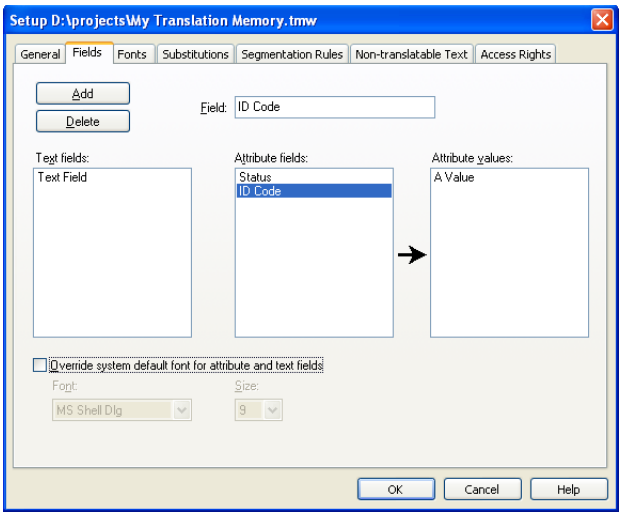
Adding this information to new translation units allows you to later activate only certain parts of your translation memory when translating for, say, *Pro Software Inc.*

Since you do not know the identification code before actually translating the document it belongs to, you create a text field for this information category. This ensures that you can add new identification codes to existing ones in your translation memory without any problems. You just enter the *ID Code* for new documents when starting a new translation. New translation units for that document are then stored in the translation memory with the new *ID Code*.

To create an *ID Code* text field:

1. Click *Text Field* in the **Text Fields** list. This item is highlighted and its name is transferred into the **Field** input box.
2. Change the name from *Text Field* to *ID Code* in the **Field** box.

3 Click **Add**.



This defines the text fields for this translation memory. You can enter the actual *ID code* information (for example, *PROJ 05/105*) into this text field when starting a new translation project.

Clients and domain information are easily classified, so it is useful to specify attribute fields for these. Translator's Workbench allows you to enter a name for the attribute field and specify the different values the attribute can have.

To add a *Client* and *Domain* attribute field:

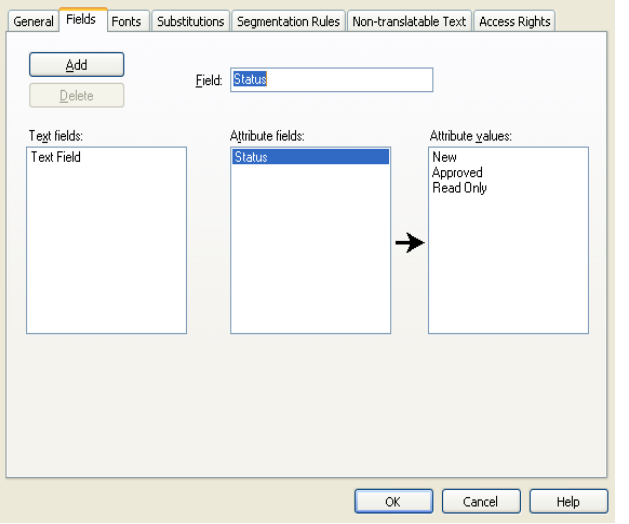
1 Click in the **Attribute fields** list.

2 Click **Add**. The cursor moves to the **Field** box. Type *Client* in the **Field** box.

3 Select the item *A Value* in the **Attribute values** list.

4 Click the **Field** box to rename *A Value* to the name of your first client, *New Chemicals Ltd.*

5 To add the two remaining clients, click **Add** and type the clients' names into the **Field** box.



6 To create a new attribute field for the translation project domains, re-activate the **Attribute fields** list by selecting the *Client* item.

7 Click **Add** and enter *Domain* in the **Field** box. Add *Chemistry*, *Software*, *Hardware* and *Engineering* to the **Attribute values** list.

NOTE

The **Delete** button is only available for use when the translation memory is empty. You can use it to delete an added field but cannot delete the default text and attribute fields. If the translation memory is not empty, the **Delete** button is grayed out.

FOR MORE INFORMATION

The attributes and text fields that you define for a particular translation memory can be used as project settings and filters during translation.

Defining Font Settings

Translator's Workbench automatically defines the default font used to display the source and target languages. If you encounter a problem with the font settings you may want to define them yourself. Click the **Fonts** tab of the **Setup** dialog box to define the default font used to display the source and target language text.

- To change the default font for the source language, select a new font from the **Source default font** drop-down list.

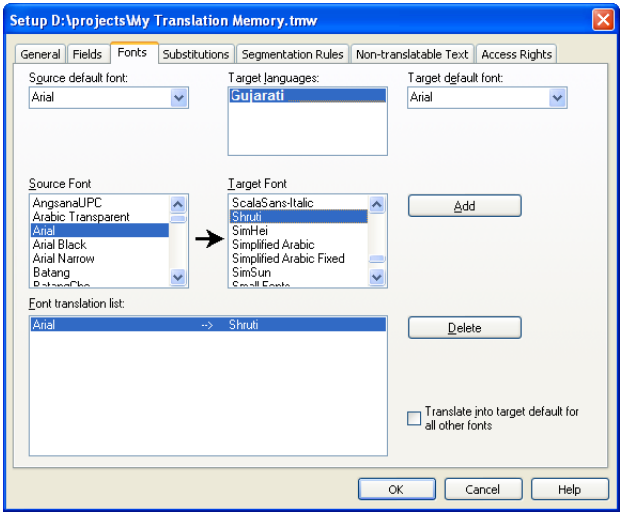
- To change the default font for the target language, select the required target language from the **Target languages** list and select a new font from the **Target default font** drop-down list.

When translating to or from languages such as Russian, Greek, Japanese and Chinese, Translator's Workbench automatically handles the font settings. If you encounter a problem it can be useful to translate source fonts into target fonts. For example, when translating into Gujarati you may want to translate from *Arial* to *Shruti*.

To add one or more font translations:

1. Select the source font name (usually the font used in your source language documents) on the **Source font** list.
2. Select the target font name (usually the font of the target language you are translating into) on the **Target font** list.
3. Click **Add** to add it to the **Font translation list**.
4. Repeat this procedure for all source fonts that should be translated into different target fonts.

To always translate whatever font appears in your source documents to the target language default font, check the box **Translate into target default for all other fonts**.



Defining Substitution Settings

During translation, certain elements (such as numbers, acronyms, dates, time, measurements and variables) may not need to change. Translator's Workbench recognises these elements and treats them as non-translatable elements or *placeables* that can be transferred directly into your target document. You can transfer placeables to the target document exactly as they occur in the source document or in a localised form.

For example, suppose the following English-German translation unit exists in your translation memory:

Thank you for purchasing Translator's Workbench 6, the software workstation for translators by Trados, that was released on 12 October 2003.

Vielen Dank für den Kauf von Translator's Workbench 6, dem Software-Arbeitsplatz für Übersetzer aus dem Hause Trados, der am 12. Oktober 2003 auf den Markt kam.

Now suppose that you have to translate the following segment:

Thank you for purchasing Translator's Workbench 7.5, the software workstation for translators, that was released on 1 March 2006.

Translator's Workbench can automatically replace *Translator's Workbench 6* with *Translator's Workbench 7.5* in the new target language segment if it recognises *Translator's Workbench 6* and *Translator's Workbench 7.5* as being terms that are interchangeable. It can also change the date accordingly. It transfers the following translation to your document:

Vielen Dank für den Kauf von Translator's Workbench 7.5, dem Software-Arbeitsplatz für Übersetzer, der am 1. März 2006 auf den Markt kam.

Use the **Substitutions** tab of the **Setup** dialog box to specify whether numbers, acronyms and other variable elements should be localised according to the conventions of the target language. If the only items that change in a new segment are non-translatable variables, the program produces a 100% match, as in the example above.

In the **Automatic substitutions** section of the **Substitutions** tab, check the options to be replaced automatically during translation. Any options you leave unchecked are treated as normal, translatable words. The last item in the group box, **Variables**, allows you to supply Translator's Workbench with a customised list of non-translatable variables.

Customised Variable Lists

Translator's Workbench allows you to include a customised list of variables in the translation memory setup. Each item on the list is treated as a non-translatable element in Translator's Workbench.

You can create your list in the Variable list box on the Substitution tab (Setup dialog box). You can modify the list at any time.

List Properties

The properties of the variable list are as follows:

- Variables must appear exactly as they do in your documents, otherwise Translator's Workbench will not recognise them.
- Each item in the list must be on a line of its own. For example:
  ```
  SDL Trados 2007
  SDL MultiTerm
  Paris
  Bremen
  ```
- Punctuation inside variables, such as hyphens or commas, is not supported.
- As well as the variables themselves, the list can include comments or headings. Comments or headings must be directly preceded by the hash symbol (#), for example, #comment.

Creating or Modifying the Variable List

To create or modify the variable list:

1. From the **File** menu, select **Setup** and click the **Substitutions** tab.
2. Under **Automatic Substitution**, select **Variables**. This activates the **Variable list**.
3. Create or modify the list of variables as required. Check that the list is formatted according to the properties outlined in the previous section.
4. Use [Ctrl] + [Enter] to create a new line.
5. Check the contents of the list as displayed in the **Variable list** box.
6. Click **OK** to save the variable list in the translation memory setup and to close the **Setup** dialog box.

! WARNING

If you do not click OK in the Setup dialog box, the changes you have made to the variable list are discarded.

If the translation memory you are using already contains translation units, reorganise the translation memory. Translator's Workbench can only process the variables correctly after a reorganisation of the translation memory.

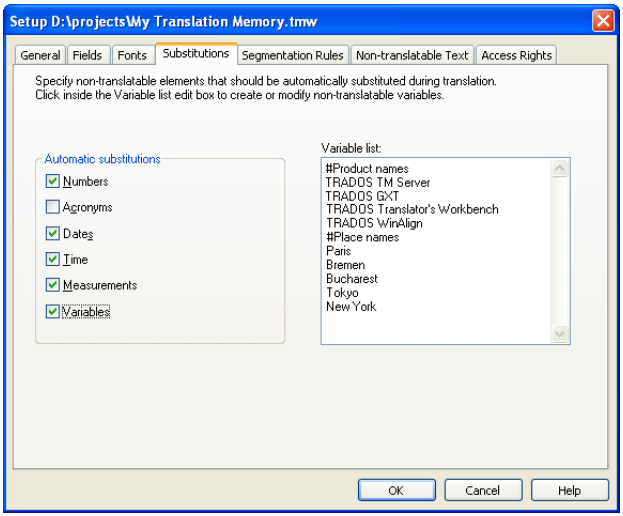
Importing from an external file

To import from an external TXT file to populate the variable list:

1 Create a variable entry that starts with file://, for example file://c:/my documents/myvariablelist.txt.

2 Enter the location of the existing text file.

3 On the **Substitutions** tab, check the contents of the list as displayed in the **Variable list** box.



4 Click **OK** to save the variable list in the translation memory setup and to close the **Setup** dialog box.

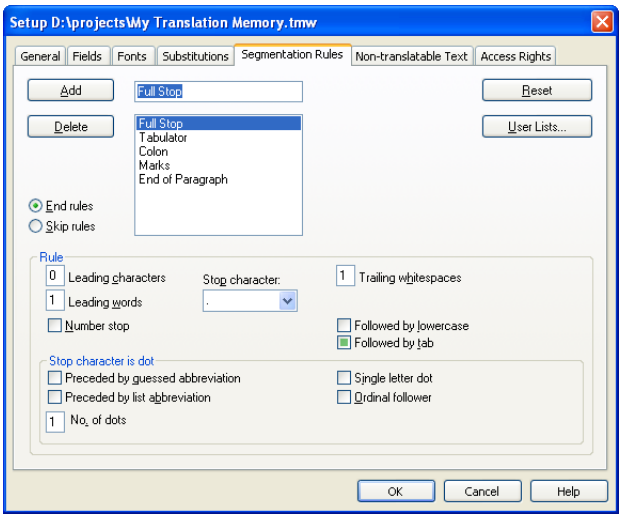
NOTE

If you do not click **OK** in the **Setup** dialog box, the changes you have made to the variable list are discarded.

5 If the translation memory you are using already contains translation units, reorganise the translation memory. Translator's Workbench can only process the variables correctly after a reorganisation of the translation memory.

Defining Segmentation Rules

Use the **Segmentation Rules** tab of the **Setup** dialog box to define how Translator's Workbench segments your source texts.



About Segmentation

Translation units in a translation memory consist of one source and at least one target language segment. A segment is normally equivalent to a sentence. During translation, Translator's Workbench automatically segments the text in the document for translation and attempts to find segment matches in the translation memory. Translator's Workbench uses punctuation marks in the document which is being translated to determine where segments start and finish.

Default Segmentation Rules

There are two types of segmentation rule: end rules and skip rules. The *end rules* identify punctuation marks or characters that are regarded by Translator's Workbench as segment boundary markers; the *skip rules* identify characters that are skipped, that is, they are not regarded as segment boundary markers.

The default end rules are based on the full stop, exclamation mark, question mark, colon, tab character and the paragraph mark. These are regarded as segment boundary markers when they are followed by a space. For example, in the case of a sentence that ends in a full stop, Translator's Workbench regards the full stop as the segment boundary marker. Segment boundary markers are referred to as *stop characters*. Closing quotation marks (" or ') or closing parentheses (")") may occur after the stop character and before the *trailing* white space.

The default skip rule is based on the semicolon (;), that is, the semicolon is not regarded as a stop character.

NOTE

When working in Word, you can use the **Expand Segment** command from the **Trados** menu to resize segments past the stop characters that have been defined for your translation memory. However, it is not possible to expand a segment past a paragraph mark (¶).

Segmentation Rules for Double-byte Languages

Translator's Workbench applies a different set of segmentation rules when you select a double-byte language, such as Chinese, Japanese or Korean, as a source language in your translation memory. For example, double byte languages use different stop characters, so the **Stop character is dot** list will be different.

Changing the Default Segmentation Rules

To change the default segmentation rules:

1. Select the rule you wish to change from the list of **End/Skip rules**. The selected rule will appear in the text box above the list.
2. Adjust the parameters in the **Rule** group box as required. Click **OK** to confirm.

FOR MORE INFORMATION

Refer to the examples that follow and to the online help in Translator's Workbench for further information about segmentation rules.

Examples

The examples that follow show you how to modify segmentation rules by creating customised user lists and by deleting the **Tabulator** rule.

About User Lists

In the **User Lists** dialog box on the **Segmentation Rules** tab, you can create or modify a customised list of ordinal followers or abbreviations. These lists are included in the translation memory setup and used in conjunction with the Workbench segmentation rules. Customised ordinal follower and abbreviation lists are language-independent. They are stored as internal lists in the translation memory.

NOTE

In Translator's Workbench 5.5 and earlier, user lists were stored in external files. If you wish to use a translation memory that was created in Translator's Workbench 5.5 or earlier, you must recreate the user lists as internal lists.

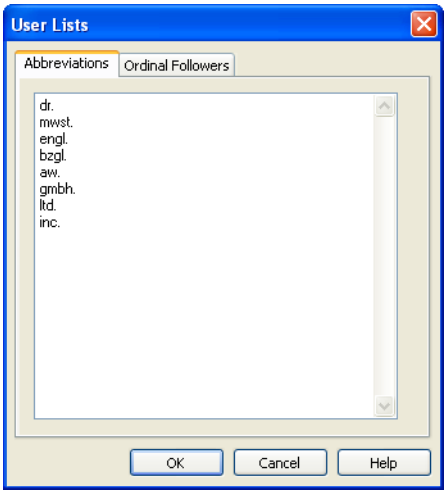
Creating or Modifying a User List

To create or modify a user list:

1 From the **File** menu, select **Setup** and click the **Segmentation Rules** tab.

2 Click **User Lists** to open the **User Lists** dialog box.

3 Click the **Abbreviations** tab to create or modify a customised list of abbreviations. Each item in the list must be on a line of its own. Press [Ctrl]+[Enter] to move to a new line.



NOTE

Make sure that the abbreviation list properties are correctly applied. Abbreviation list properties are outlined in the following section.

4 Click the **Ordinal Followers** tab to create or modify a customised list of ordinal followers. Each item in the list must be on a line of its own. Press [Ctrl]+[Enter] to move to a new line.

5 When you have finished, click **OK** to return to the **Segmentation Rules** tab. The number of items in each list is displayed under the **User Lists** button.

6 Click **OK** to save the users lists in the translation memory setup and to close the **Setup** dialog box.

NOTE

If you do not click **OK** in the **Setup** dialog box, the changes you have made to the user lists are discarded.

Abbreviation List Properties

Translator's Workbench uses an internal language-dependent abbreviation list when segmenting text. If Translator's Workbench finds a full stop preceded by text contained in the internal abbreviation list, it continues reading the text until it reaches the next full stop character. When you add a customised and language-independent abbreviation list to the translation memory setup, Translator's Workbench uses this in conjunction with its own internal list during segmentation.

You must apply the properties outlined below to your own abbreviation list:

- Each abbreviation must end in a full stop and be on a line of its own, for example:
  dr.
  mwst.
  engl.

- Use lowercase letters only in the abbreviation list, even if the original abbreviations include one or more uppercase letters. For example, the German abbreviation *MwSt.* is listed as *mwst.*

Importing from an external file

You can import a list of abbreviations from an external TXT file to populate the abbreviation list:

1. Create a abbreviation entry that starts with file://, for example file://c:/my documents/myabbreviationlist.txt.

2. Enter the location of the existing text file.

3. On the **Substitutions** tab, check the contents of the list as displayed in the **Variable list** box.

Deleting the Tabulator Rule

The tab character ends a segment under certain circumstances. If you decide that a tab character should never indicate the end of a segment, you can delete the rule. To delete the rule:

1. Select **Setup** on the **File** menu. Click the **Segmentation Rules** tab.

2. Click the **Tabulator** rule in the list box. Select **Delete**. This removes **Tabulator** from the default end rules for your translation memory.

Defining Non-translatable Text Options

Translator's Workbench can ignore text formatted with specific paragraph or character styles during interactive or batch translation. This is especially useful for online help files or other Word-based document types with character styles designed to identify jump and popup context IDs or similar non-translatable information.

Use the **Non-translatable Text** tab of the **Setup** dialog box to define the list of non-translatable character styles. Click **Save** to save existing non-translatable settings to a text file. Non-translatable settings are stored in a text file with a `.wls` extension. Click **Load** to load previously saved non-translatable settings.

Defining Access Rights

Use the options that are available on the **Access Rights** tab of the **Setup** dialog box to define passwords and protect file-based translation memories. For more information,
see "Defining Passwords" on page 11-8.

NOTE

The **Access Rights** tab in the **Setup** dialog box is not available for server-based translation memories. Access rights for server-based translation memories are defined outside Translator's Workbench by your administrator. For more information,
see "Server-based Translation Memory Security" on page 11-10.

DEFINING PROJECT AND FILTER SETTINGS

The **Project and Filter Settings** dialog box allows you to activate attribute and text fields for use during translation as project and filter settings. The setup of the current translation memory determines which attribute and text fields are available to you.

NOTE

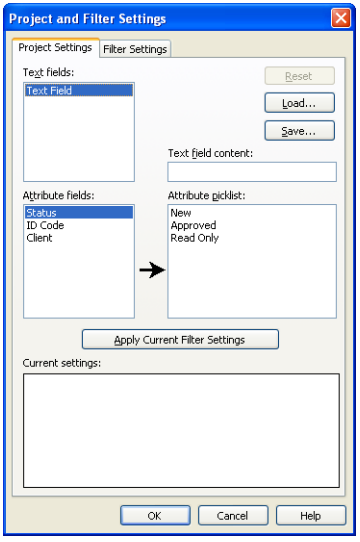
If you have Guest or read-only rights to the current translation memory, you have permission to use the **Project and Filter Settings** command on the **Settings** menu, however, the changes that you make are not saved in the translation memory setup. For more information about access rights in Translator's Workbench, see Chapter 11.

Defining Project Settings

Use the **Project Settings** tab to activate and define values for any of the attribute and text fields that were included in the translation memory setup. The active fields and their corresponding values are known as the *current project settings*. The current project settings are added to each new translation unit that is created during translation.

To define project settings for a specific translation project:

1 Select **Project and Filter Settings** on the **Settings** menu. The **Project and Filter Settings** dialog box appears. The **Project Settings** tab is active.



2 Before you start, click **Reset** to clear existing project settings.

3 In the **Text fields** list, select the field whose contents you want to define, and click in the **Text field content** box to enter the content. You can enter up to 24 characters of text. The text fields that you define the project are displayed under **Current settings**.

4 Select a field in the **Attribute fields** list to open its picklist on the right. By default, Translator's Workbench highlights the first attribute in the **Attribute fields** list and displays its picklist. The picklist is a multiple list allowing you to select as many items as required. To select an item from the picklist, click it once. To deselect an item, click it again. The attributes that you define for the project are displayed under **Current settings**.

5 Repeat steps 3 and 4 to activate and define as many attribute and text fields as required. The attribute and text fields that you define for the project are displayed in the **Current settings** box.

- Click **Save** to save the current project settings for reuse at a later stage. The settings are stored in an external text file – known as a *Workbench project settings file* – with the extension `.wps`.

6 Click **OK** to confirm your project settings and to close the **Project and Filter Settings** dialog box.

TIP

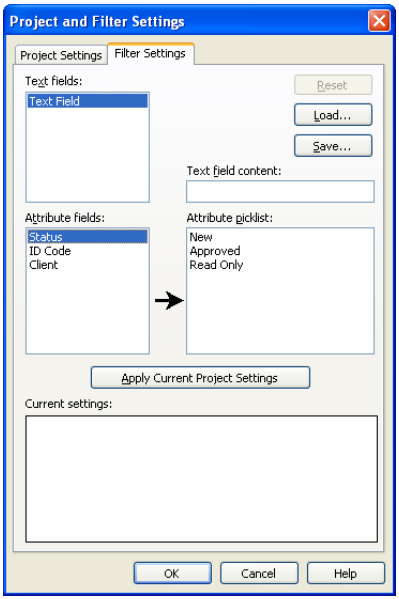
- Translator's Workbench also allows you to use the current filter settings as project settings. To do this, click **Apply Current Filter Settings**. The relevant settings information is displayed under **Current settings** on the **Project Settings** tab.
- To load an existing project settings file, click **Load**. After opening the relevant file, the relevant settings information is displayed under **Current settings** on the **Project Settings** tab.

Defining Filter Settings

Use the **Filter Settings** tab to activate and define values for any of the attribute and text fields that were included in the translation memory setup. The active fields and their corresponding values are known as the *current filter settings*. Translator's Workbench uses the current filter settings as selection criteria when searching the translation memory. Where there is more than one possible match for the same source segment, Translator's Workbench selects the match whose attribute and text fields are included in the current filter settings. If there is no translation unit in memory whose attribute and text fields match the current filter settings, Translator's Workbench searches for a matching translation unit from another project. You can apply an *attribute and text field differences penalty* to matching translation units from other projects in the **Penalties** tab of the **Translation Memory Options** dialog box. For more information, "Attribute and Text Field Differences Penalty (%)" on page 2-36.

To define new filter settings:

1 Click the **Filter Settings** tab in the **Project and Filter Settings** dialog box.



2 Before you start, click **Reset** to clear existing filter settings.

3 In the **Text fields** list, select the field whose contents you want to define, and click in the
Text field content box to enter the content. You can enter up to 24 characters of text.

4 Select a field in the **Attribute fields** list to open its picklist on the right. The picklist is a multiple list allowing you to select as many items as required. To select an item from the picklist, click it once. To deselect an item, click it again.

5 Repeat steps 3 and 4 to define as many attribute and text field filters as required. The filters you define are displayed in the **Current settings** box.

❒ Click **Save** to save the current filter settings for reuse at a later stage. The settings are stored in an external text file – known as a *Workbench filter settings file* – with the extension `.wfs`. WFS files are saved as Unicode UTF 8 which means that they will display correctly no matter which language they are written in.

6 Click **OK** to confirm your filter settings and to close the **Project and Filter Settings** dialog box.

TIP

- Translator's Workbench also allows you to use the current project settings as filter settings. To do this, click **Apply Current Project Settings**. The relevant settings information is displayed under **Current settings** on the **Filter Settings** tab.
- To load an existing filter settings file, click **Load**. After opening the relevant file, the relevant settings information is displayed under **Current settings** on the **Filter Settings** tab.

TRANSLATION MEMORY OPTIONS

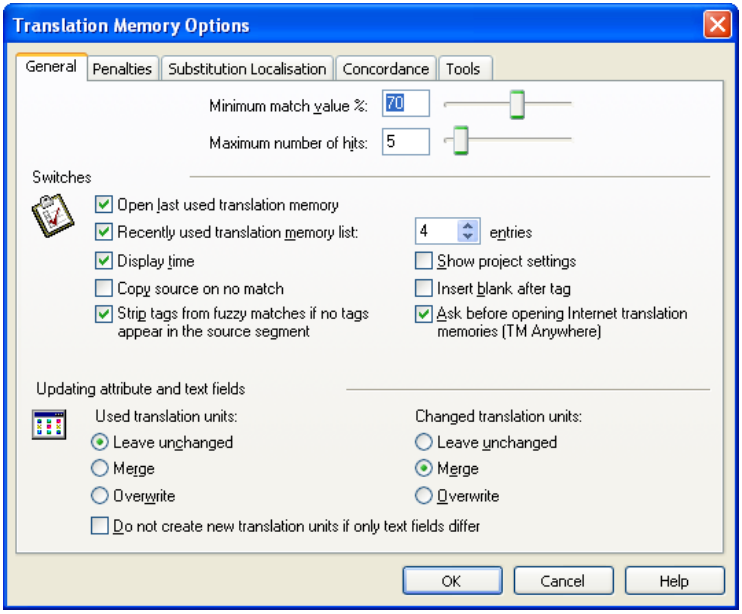
You can define various translation memory options before or during translation to make your translation memory as effective as possible. These options are not part of the translation memory setup. They are set by the translator or by the person who is responsible for the translation memory and they determine how update modes, penalties, substitution settings and concordance are used during translation.

TIP

- If you are using Translator's Workbench for the first time, we recommend that you use the default settings for the translation memory options. As you become more familiar with the Workbench translation process, you can adjust optional settings to suit your particular requirements.
- You can share the current settings for all translation memory options with other Workbench users by saving them to an external settings file. For more information, "Sharing Translation Memory Settings" on page 2-52.

Accessing Translation Memory Options

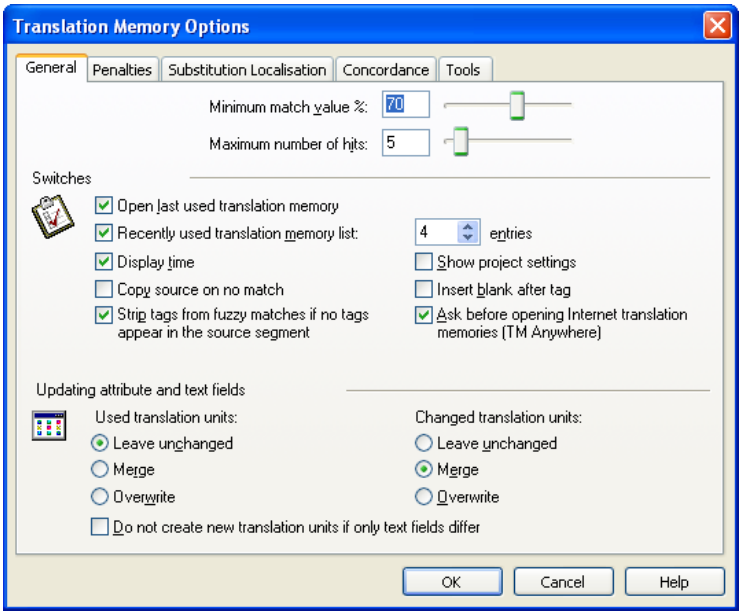
To access translation memory options in Translator's Workbench, select **Translation Memory Options** from the **Options** menu. The **Translation Memory Options** dialog box is displayed. This dialog box contains a number of tabs that contain the various translation memory options. Each tab is explained in detail in the sections that follow.



The **Options** menu also includes the **Term Recognition Options** and **Translated Text Colours** commands. For more information about term recognition settings, see see Chapter 6. For more information about colour formatting for translated text, "Translated Text Colours" on page 2-51.

Defining General Translation Memory Settings

Use the **General** tab of the **Translation Memory Options** dialog box to define the minimum match value for translation memory searching, activate various switches and define update modes for text and attribute fields.



Minimum Match Value (%)

The **Minimum match value** option indicates the minimum acceptable degree of similarity between the source segment and the segment found in the translation memory. Fuzzy matches below this value are not shown. The default value is 70%. The lower you set this value, the more segments Translator's Workbench suggests as matches. However, after a certain point, the differences are so great that displaying a suggested translation is no longer useful.

Translators work with different values according to their preferences. The recommended minimum match value is generally between 60% and 75%. To find your preferred value, start with a low value, such as 50%, and increase it until you find your ideal setting.

Maximum Number of Hits

Use the **Maximum number of hits** option to define how many segment matches Translator's Workbench displays in its program window. You can set a value between 1 and 50; the default is 5. You can access the lower percentage matches by clicking the match selection buttons in the Translator's Workbench program window.

The higher the value set for the **Maximum number of hits** option, the longer it takes Translator's Workbench to search the translation memory. We recommend you work with a value of 5 hits.

Translation Memory Switches

Use the **Switches** group box to set the following options:

- **Display time**: Select this option if you want to display the time in the system fields **Creation date**, **Change date** and **Used date** in addition to the date itself.
- **Show project settings**: Select this option if you want the **Project settings** dialog box to appear when you start Translator's Workbench or open a translation memory.
- **Copy source on no match**: Select this option if you want Translator's Workbench to copy the source segment to the target field when it cannot find a match in the translation memory.
- **Insert blank after Tag**: Select this option if you want Translator's Workbench to automatically insert a blank after each internal tag you place in the target field.
- **Strip tags from fuzzy matches if no tags appear in the source segment**: Select this option to have Translator's Workbench remove unwanted tags from fuzzy matches when no tags appear in the source segment of the document for translation. Tags are removed when you insert the fuzzy match target segment into the document for translation.
- **Ask before opening Internet (TM Anywhere) translation memories**: Select this option if you wish to be consulted before connecting to an Internet translation memory. Otherwise, if your most recently used translation memory is an Internet translation memory, launching Translator's Workbench or using the **Connect** command automatically triggers a login request.

How Translation Memory Is Updated

The translation memory options for **Updating attribute and text fields** are best understood by looking at how the translation memory is updated.

As you translate a text, the translation memory is automatically updated with new translations in the background.

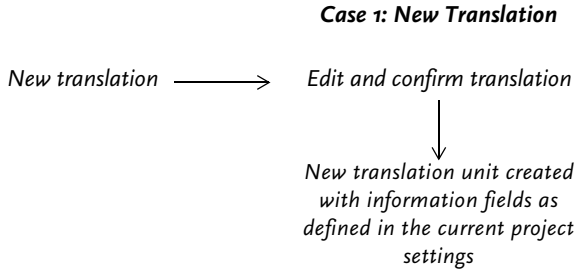
When translating with Translator's Workbench, four different cases arise. These are explained in the following pages.

TIP

- The attribute and text fields that are defined for the current translation project are known as the *project settings*. For more information about defining project settings, "Defining Project Settings" on page 2-24.
- Attribute and text fields are collectively known as *information fields*.

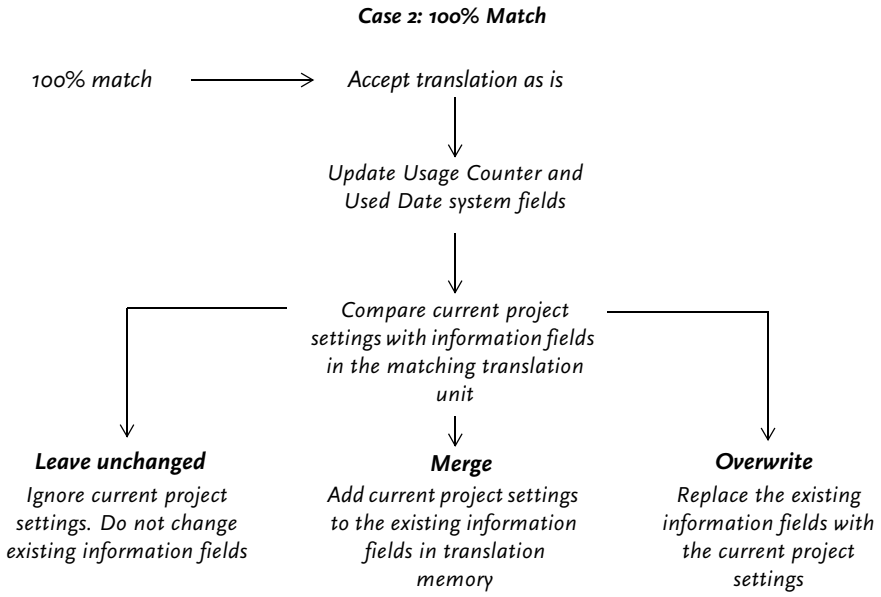
Case 1: New Translation

You translate the new segment from scratch. Each new segment you translate from scratch is stored in the translation memory with its translation. If you have defined any project settings, the relevant information fields are stored along with the source and target segments. The segments, system and information fields together form a new translation unit in the translation memory.


Case 1: New Translation
New translation
Edit and confirm translation
New translation unit created with information fields as defined in the current project settings

Case 2: 100% Match

Translator's Workbench finds a 100% match in the translation memory and you do not make any changes. The **Usage counter** and **Used date** system fields of the matching translation unit are updated. The **Used translation units** setting specifies whether the information fields that belong to the matching translation unit in translation memory are updated. If you select **Leave unchanged**, the existing information fields are not changed. If you select **Merge**, the currently defined project settings are merged with the information fields that already exist in translation memory. If you select **Overwrite**, the currently defined project settings replace the information fields that were previously present in translation memory.

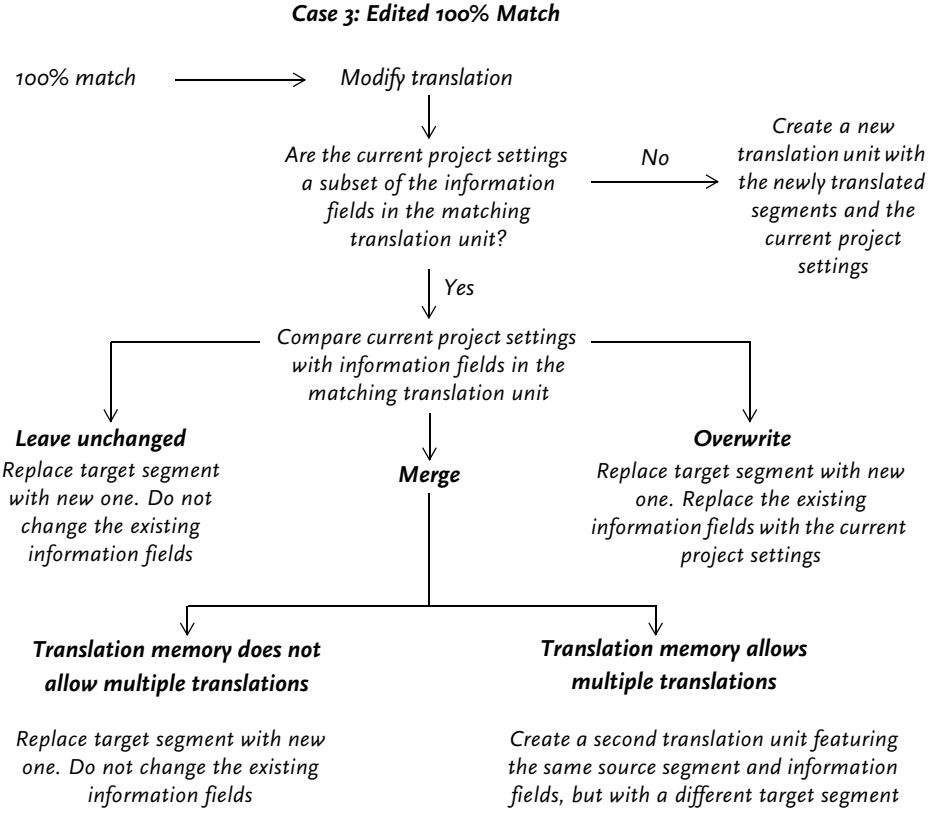

Case 2: 100% Match
100% match
Accept translation as is
Update Usage Counter and Used Date system fields
Compare current project settings with information fields in the matching translation unit
Leave unchanged
Ignore current project settings. Do not change existing information fields
Merge
Add current project settings to the existing information fields in translation memory
Overwrite
Replace the existing information fields with the current project settings

Case 3: Edited 100% Match

Translator's Workbench finds a 100% match in the translation memory and you do make changes. This is the same as Case 2, but this time the **Changed translation units** setting determines whether the information fields that belong to the matching translation unit in translation memory are updated. If you select **Leave unchanged**, the existing information fields are not changed. If you select **Merge** and the translation memory does not support multiple translations for the same source segment, the currently defined project settings are merged with the information fields that already exist in translation memory. However, if the translation memory does support multiple translations, Translator's Workbench creates a second translation unit featuring the same source segment and information fields but with a different target segment. If you select **Overwrite**, the currently defined project settings replace the information fields that were previously present in translation memory.

TIP

Translation memories must be explicitly set up to support multiple translations for the same source segment. By default, translation memories do not support multiple translations. For more information, "Multiple Translations for the Same Source Segment" on page 2-6.

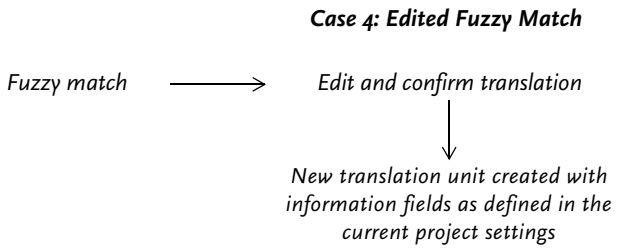

Case 3: Edited 100% Match
100% match
Modify translation
Are the current project settings a subset of the information fields in the matching translation unit?
No
Create a new translation unit with the newly translated segments and the current project settings
Yes
Compare current project settings with information fields in the matching translation unit
Leave unchanged
Replace target segment with new one. Do not change the existing information fields
Merge
Overwrite
Replace target segment with new one. Replace the existing information fields with the current project settings
Translation memory does not allow multiple translations
Replace target segment with new one. Do not change the existing information fields
Translation memory allows multiple translations
Create a second translation unit featuring the same source segment and information fields, but with a different target segment

NOTE

- **Merge** is the default setting for **Changed translation units** in the **Updating attribute and text fields** group box.
- If you accept and edit the translation unit that is currently on display in the Workbench translation memory window and the current project settings are different to the information fields that belong to this unit, Translator's Workbench automatically creates a new translation unit. This happens even if the translation memory contains another translation unit (not currently on display) whose information fields are the same as, or constitute a superset of, the current project settings. To avoid this situation and the unnecessary duplication of translations, define a filter that uses the same information fields as the current project settings. When the filter is active, Translator's Workbench will always display the translation unit with matching information fields first.

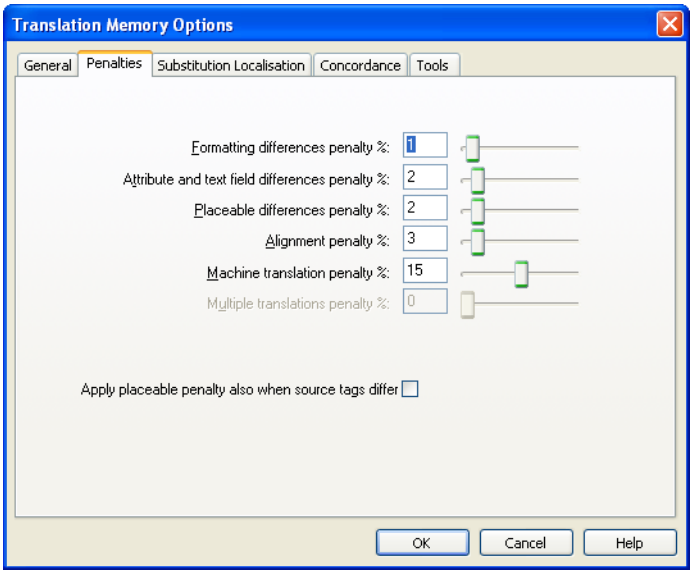
Case 4: Edited Fuzzy Match

Translator's Workbench finds one or several fuzzy matches and you edit the translation as needed. This is similar to Case 1, in that the setting of the **Updating attribute and text fields** group box does not matter. A new translation unit is created in the translation memory. The current project settings become the information fields for the new translation unit and the current user ID becomes the **Creation user**.


Case 4: Edited Fuzzy Match
Fuzzy match
Edit and confirm translation
New translation unit created with information fields as defined in the current project settings

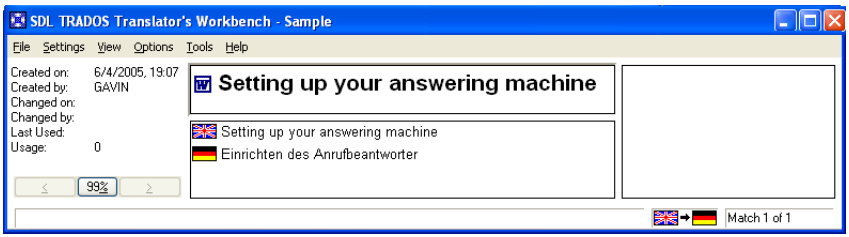
Defining Penalties Settings

Use the **Penalties** tab of the **Translation Memory Options** dialog box to define penalties for translation units with formatting, attributes or placeable differences, or for translation units that were created by WinAlign or a machine translation system.



Formatting Differences Penalty (%)

When comparing the source segment in the document for translation with source segments in the translation memory, Translator's Workbench not only evaluates linguistic differences, but also formatting differences. Translator's Workbench recognises a translation unit that only has formatting differences as an exact match. It reduces the match value by applying the **Formatting differences penalty** to alert the user to the difference between the two segments. This is illustrated in the screenshot below:



Formatting penalties are valid for both 100% matching segments and for fuzzy matches. You can set this value between 0 and 20%. The default is 1%, since formatting differences may not be as important as linguistic ones.

Attribute and Text Field Differences Penalty (%)

A translation memory consists of translation units that contain a source language segment together with its target language equivalent. In addition, the translation units may include attribute and text fields, which can be used to further classify translation units by project, subject matter or client.

Example

Suppose you have translated the segment *Press the [Enter] key to continue* in two translation projects – one for Pro Software Inc., the other for BetaSoft Unlimited. Pro Software Inc. wants you to translate *[Enter] key* as *[Eingabetaste]* in German, whereas BetaSoft wants you to translate it as *[Return]-Taste*. To keep the two translations separate, you define two different project attributes for them: *Client: Pro Software Inc.* and *Client: BetaSoft Unlimited*. Translator's Workbench creates two different translation units for two different translations of the same source language segment.

Translation Unit for Pro Software Inc.

Press the [Enter] key to continue.

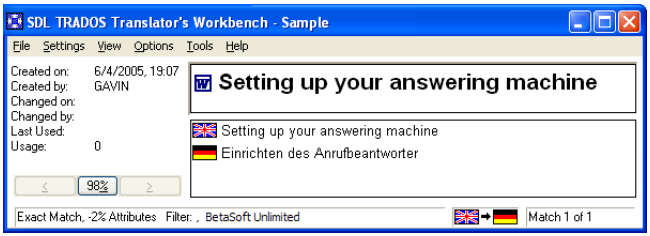
Drücken Sie die [Eingabetaste], um fortzufahren.
Client: Pro Software Inc.

Translation Unit for BetaSoft Unlimited

Press the [Enter] key to continue.

Drücken Sie die [Return]-Taste, um fortzufahren.
Client: BetaSoft Unlimited

For example, you are starting a new translation for BetaSoft Unlimited and set the client attribute in the **Filters Settings** tab as *BetaSoft Unlimited* before translating. For more details on setting the client attribute, "Defining Filter Settings" on page 2-25. If the segment *Press the [Enter] key to continue* occurs in your new translation project, Translator's Workbench finds two identical matches in the translation memory. Only one, however, has the correct project attribute: *Client: BetaSoft Unlimited*. If the **Attribute and text field differences penalty** is set to 2%, Translator's Workbench treats the match with different attributes as a 98% match.



You can set the **Attribute and text field differences penalty** value between 0 and 20%. The default is 2%.

Placeable Differences Penalty (%)

This penalty is only relevant under the following conditions:

- The segment you are translating contains placeables.
- A match for the segment is found in the translation memory.
- The tags in the target segment differ from the source segment of the matching translation memory translation unit. For example, the target segment in the translation memory contains more tags, fewer tags or different formatting tags to those in the source segment.

Under these conditions, Translator's Workbench cannot place tags automatically in the new translation.

In this case, Translator's Workbench applies the **Placeable differences penalty**. The penalty is valid for 100% matching segments and for fuzzy matches. You can set a value between 0 and 20%. The default is 2%.

Example

The following segment is displayed for translation:

The VR 101 is our B *brilliant new* B *recorder.*

There are tags before and after the adjectival phrase *brilliant new*.

Translator's Workbench finds the following translation unit, in your translation memory, with the same text but with different tagging in the source and target segments:

The VR 101 is our I *brilliant new* I *video recorder.*

Der VR 101 ist unser U *toller neuer* U *Videorecorder.*

In the translation, the tagging differs from that in the source segment. Rather than suggesting an exact match, using the B and B tags from the new source segment (which might result in incorrect tagging in the new target), Translator's Workbench suggests the following target segment and applies a **Placeable differences penalty**:

Der VR 101 ist unser U *toller neuer* U *Videorecorder.*

You can decide whether you want to accept the tagging of the translation memory target segment or whether you want to use the new tags from the new source segment.

Apply Placeable Penalty also when Source Tags differ

Check this box if you want to apply the **Placeable differences penalty** every time the tags or placeables in the new segment differ from those of the source segment in the translation memory. Normally, Translator's Workbench automatically substitutes changed tags in the new translation. You can change this behaviour and always apply the **Placeable differences penalty** when the tags of the new source segment differ from those of the matching translation memory source segment.

Alignment Penalty (%)

WinAlign allows you to generate translation memories from existing documents and their translations.

FOR MORE INFORMATION

For more information on WinAlign, see the *WinAlign User Guide*.

Parts of your documents may be misaligned, that is, they do not actually represent sentence pairs that are translations of each other. Translator's Workbench allows you to set an **Alignment penalty** for translation units created by WinAlign. During interactive translation, if you confirm the translation of a translation unit created by WinAlign, your user ID is added as the **Change user** of the translation unit, so the **Alignment penalty** no longer applies. You can set the **Alignment penalty** to a value between 0% and 30%. The default is 3%.

Machine Translation Penalty (%)

Machine translation (MT) systems translate documents automatically and can be useful for pre-translation of technical documentation. Translator's Workbench applies the **Machine translation penalty** to segments translated by machine translation systems to take into account that there was no human intervention in the creation of the translation unit. By default, it is set to 15%. In this case, even if Translator's Workbench finds a perfect match for a new segment in the translation memory, it displays a match value of only 85% if the corresponding translation unit was created by a machine translation system. The translation is displayed in a grey target field (instead of the usual yellow target field) in your document. If you edit and confirm the translation from a machine translation system, your user ID is added as the **Change User** of the translation unit, so the **Machine translation penalty** no longer applies. You can set the **Machine translation penalty** to a value between 0% and 30%. The default is 15%.

Multiple Translations Penalty (%)

The **Multiple translations penalty** option is only available if you have selected the **Allow multiple translations for identical source segments** option when you created the translation memory. The default is set to 1%. Where there are identical source segments with different target segments, Translator's Workbench suggests a 100% match and applies a 1% penalty to alert the user to the presence of the other translation unit in the translation memory.

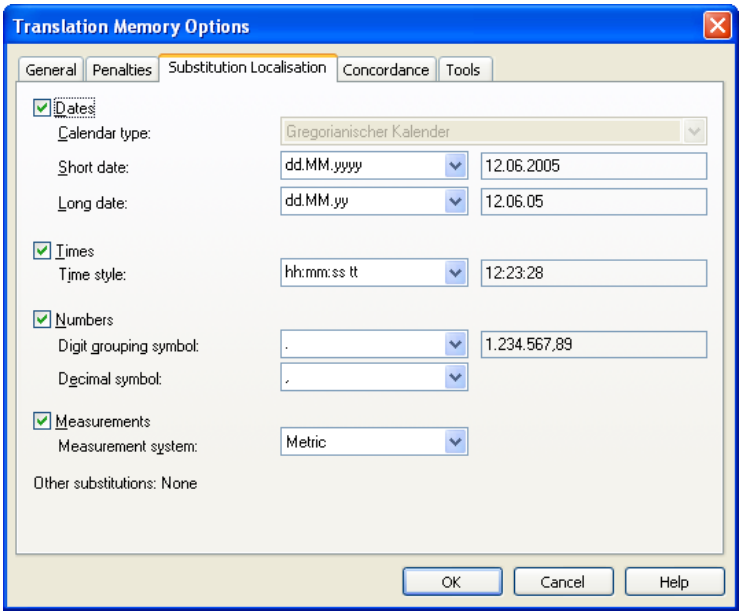
FOR MORE INFORMATION

For more information, "Multiple Translations for the Same Source Segment" on page 2-6.

Defining Substitution Localisation Settings

Translator's Workbench can change the format of non-translatable elements where necessary, for example, dates and measurements. This is referred to as substitution localisation: the substituted elements are transferred to the target segment and are also localised to the target language requirements. For example, when translating a segment with an English date into German, you want to localise the English date format to German standards in the translated segment. Translator's Workbench can do this for you automatically, according to the settings you define.

Use the **Substitution Localisation** tab of the **Translation Memory Options** dialog box to specify if, and how, Translator's Workbench should automatically adapt the format of variable elements, such as numbers and dates, during translation. Depending on how your translation memory has been set up, you can define substitution localisation settings for dates, time, numbers and measurements. Items that are not set up for automatic substitution are greyed out on the **Substitution Localisation** tab.



Defining Substitution Settings for Dates

The **Calendar type** drop-down box specifies which calendar is used. The options in this box are determined by the regional settings defined in the Windows setup for the target language of your translation memory. Translator's Workbench can switch calendar types during translation if necessary. This is especially useful for translation into languages that use a calendar type different to that of the Gregorian Calendar, such as Japanese and Chinese. Use the **Short date** and **Long date** boxes to change the way the short and long date formats are localised during translation.

Short Dates Example

Suppose the following segment occurs in your English-German translation: *Today is 19/03/007.* Translator's Workbench recognises *19/03/07* as a short date and displays it as a placeable. When you place it in the target segment, the program checks the **Short date** setting in the **Substitution Localisation** tab. If this is **dd.MM.yy** (as used in Germany), the transferred date is inserted as *19.03.07*.

Long Dates Example

Suppose the following segment occurs in your English-German translation: *Today is 19 March 2007* Translator's Workbench recognises *19 March 2007* as a long date and displays it as a placeable. When you place it in the target segment, the program checks the **Long date** setting in the **Substitution Localisation** tab. If this is **d. MMMM. yyyy** for German, the transferred date is inserted as *19. März 2007*.

Substitution Settings for Time Specifications

Use the **Time style** box to change how the time format in the source language is adapted to the target language during translation.

For example, suppose the following segment occurs in your English-German translation: *The new German chancellor will arrive at 10:45*. Translator's Workbench recognises *10:45* as a time specification and displays it as a placeable. When you place it in the target segment, the program checks the **Time Style** setting in the **Substitution Localisation** tab. If this is **H.mm' Uhr** for German, the transferred time is inserted as *10.45 Uhr*.

Substitution Settings for Numbers

Use the **Digit grouping symbol** box to specify the symbol used in the target language to group the digits in large numbers. Use the **Decimal symbol** box to specify the symbol used for decimal values.

For example, suppose the following segment occurs in your English-German translation: *Today, the DAX was down 11.98 points (= 0.55%) to 4,312.79*. Translator's Workbench recognises all numbers and displays them as placeables. When you place the numbers in the target segment, the program checks the **Digit grouping symbol** and **Decimal symbol** settings in the **Substitution Localisation** tab.
By default, the dot (".") is the digit grouping symbol and the comma (",") the decimal symbol in German. In this case, the numbers are correctly transferred as *11,98*, *0,55*%, and *4.312,79*.

Defining Substitution Settings for Measurements

Use the **Measurement system** box to specify the system of measurement for the target language. Translator's Workbench can automatically switch the measurement system during translation and determine the correct value for the new measurement unit. For example, the measurement *3 in* is automatically translated to *7,62 cm* when translating from English to German.

Suppose the following segment occurs in your English-German translation: *Mary is used to working in temperatures as high as 105 °F*. Translator's Workbench recognises *105 °F* as a temperature and displays it as a placeable. When you place it in the target segment, the program checks the **Measurement system** setting in the **Substitution Localisation** tab. If this is **Metric** for German, Translator's Workbench converts the temperature to °C (as used in Germany) and inserts it as *40,56 °C*.

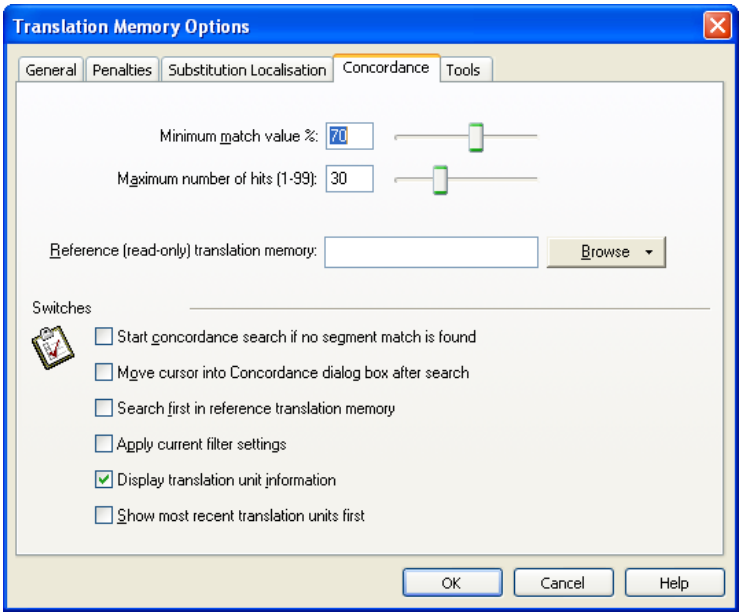
NOTE

If a segment with the same wording but a different date, time, number or measurement occurs, Translator's Workbench can still produce a 100% match and transfer the new date, time, number or measurement in the correct target language format.

Defining Concordance Settings

The concordance feature allows you to search the translation memory for text fragments. After selecting a word or other sentence part in your document, you can use the **Concordance** command on the **Tools** menu to search the translation memory for the selected text. If Translator's Workbench can find the same or similar text, it opens a concordance window showing all matching translation units. You can only search for concordance matches in the source language of the translation memory.

Use the **Concordance** tab of the **Translation Memory Options** dialog box to specify settings for the concordance feature.



Define the following options as required:

Minimum match value (%)

Use this option to set the minimum acceptable match value for the concordance function. Generally, a value ranging from 65% to 75% yields the best results. The default is 70%.

Maximum Number of Hits

Use this option to set the maximum number of translation units to be displayed in the concordance window. The default is 30. This means that if the search criterion occurs in more than 30 segments, only the first 30 are found and shown in the concordance window. You can set a value between 1 and 99. The higher the value set for the **Maximum number of hits**, the longer the concordance search takes.

Reference (Read-only) Translation Memory

Use this option to set the location of a second reference translation memory for concordance searches. Use the **Browse** command to locate both file-based and server-based translation memories. The contents of the reference translation memory are read-only and cannot be modified, so it may reside on a CD-ROM or in a write-protected network folder. This also means that read-only or Guest rights are sufficient for the purposes of referencing a server-based translation memory.

NOTE

If Translator's Workbench finds a concordance match in the main translation memory, the search stops and the search results appear in the **Concordance** dialog box. If no concordance match is found in the main translation memory, Translator's Workbench continues the search in the reference translation memory.

Start Concordance Search if no Segment Match is Found

Select this option if you want to run an automatic concordance search when no match is found for the current source segment in translation memory. The whole of the current source segment is used as the search text; Translator's Workbench identifies matching subsegments from translation memory and displays them in the **Concordance** dialog box.

Move cursor into Concordance dialog box after search

Select this option if you want to move your cursor from the target segment area of the opened segment in your editing environment to the **Concordance** dialog box after a successful concordance search. By default, this option is not activated.

Search First in Reference Translation Memory

Select this option if you want to search the reference translation memory first for concordance searches.

NOTE

If Translator's Workbench finds a concordance match in the reference translation memory, the search stops and the search results appear in the **Concordance** dialog box. If no concordance

match is found in the reference translation memory, Translator's Workbench continues the search in the main translation memory.

Apply Current Filter Settings

Select this option if you wish to apply the current filter settings to concordance searches. Filter settings are defined in the **Project and Filter Settings** dialog on the **Settings** menu.

Show Most Recent Translation Units First

Select this option if you wish to sort concordance search results by translation unit change and creation dates, as well as the default criteria, percentage match value. When you select this option, concordance search results are sorted first by percentage match value, and afterwards in chronological order by translation unit change and creation date.

Display Translation Unit Information

Select this option if you wish to display translation unit information from the translation memory, such as *Change User: Miller* or *Project: Software for Europe*.

Example

Suppose you want to look for all segments in a translation memory where the word *memory* has been translated.

A **Minimum match value** of 100% only finds exact matches, that is, segments where the word memory has been used in exactly this form. A value of around 70%, however, also finds segments where this word starts with a capital letter (Memory) or in the plural form (memories).

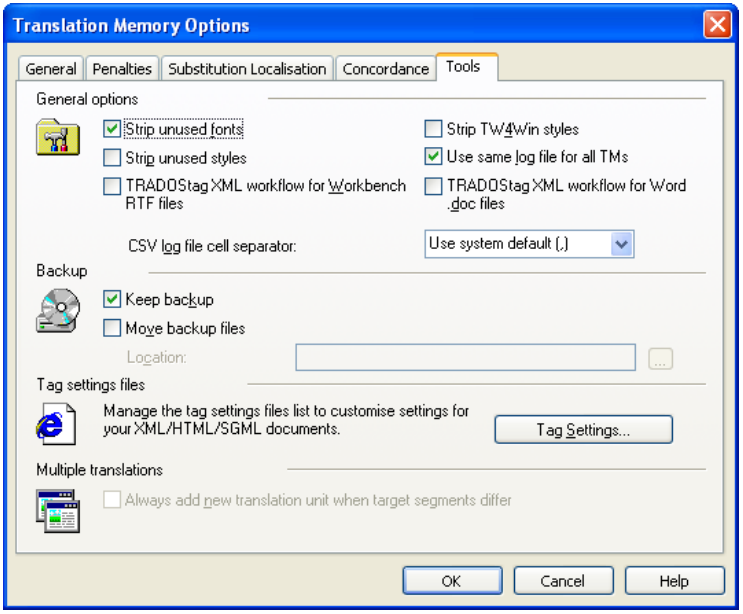
The same is true for multi-word units. Looking for every segment where the word *memory* has been used in one place and the word *translation* in another is only successful if you set the **Minimum match value** to a value below 100%. Otherwise, you only find those segments where the compound term *translation memory* has been used.

NOTE

As a general rule, setting the **Minimum match value** to 70% is more flexible and versatile than setting it to higher values. We recommend that you experiment with different values until you find a setting that best suits your needs.

Defining Batch Tools Settings

Use the **Tools** tab of the **Translation Memory Options** dialog box to set various options for the **Analyse**, **Translate** and **Clean Up** batch tools in Translator's Workbench. The batch tools themselves are available from the **Tools** menu.



General Options

The **General Options** group box contains the following general and file type-specific options:

- **Strip unused fonts**/**Strip unused styles** (Word documents only): Select these options if you want Translator's Workbench to remove all unused fonts and/or character styles from Word documents during batch-translation or clean up.

- **Strip TW4Win styles** (Word documents only): Select this option if you want to remove the styles inserted by Translator's Workbench (for example, *tw4winExternal*, *tw4winInternal* and *tw4winTerm*) during clean up.

- **TradosTag XML Workflow for Workbench RTF** : Select this option if you wish to automatically save tagged Workbench RTF files as TradosTag (TTX) during batch translation. If you check this option, Translator's Workbench adds the extension `ttx` to the original file name. Examples of Workbench RTF files include STF files that have been converted from FrameMaker MIF or Interleaf ASCII format.

- **TradosTag XML Workflow for Word .doc files**: Select this option if you wish to automatically save Word .doc files as TradosTag (TTX) during batch translation. If you check this option, Translator's Workbench adds the extension `ttx` to the original file name. You should choose either one workflow or the other when working with Word files. For more information on processing Word .doc files as TradosTag see the *File Formats Reference Guide*.

- **Use same log file for all TMs** (all document formats): Select this option if you wish to store the information from all analysis, pre-translation and clean up operations for all translation memories in one file. The results for each successive operation are appended to the information that already exists in the specified log file.

- **CSV log separator** (all document formats): Use this option to specify the cell separator you wish to apply to the presentation of data in CSV log files. You can select one of the items from the drop-down list, or enter your own cell separator character. Note that cell separators consist of one character only.

TIP

Use the **CSV log separator** option to change the specified cell separator if you have trouble opening CSV files in Excel. In particular, this may be necessary if you are working with a localised version of Excel.

Backup Options

The **Backup** group box contains the following general options:

- **Keep backup**: Select this option if you want to keep a backup file (`.bak`) when running the **Translate** and **Clean Up** functions. Translator's Workbench creates a backup file in the same folder as the pre-translated or cleaned up files.

- **Move backup files**: Check this if you want to keep a backup file in a different location. Click **Browse** to select the folder where the backup files will be saved.

Tag Settings Files

In the **Tag settings files** group box, specify which initialisation files Translator's Workbench should use when batch processing XML, HTML and SGML files. The **Tag Settings** command provides access to both the **Tag Settings Manager** and the **Tag Settings Wizard**.

Multiple Translations

The **Always add as new TU when target segments differ** option in the **Tools** tab applies to the **Clean Up** and **Translate** processes in translation memories that allow multiple translations. When this option is selected, Translator's Workbench adds a new translation unit to the translation memory whenever the target segment in the batch processed document differs from the target segment in the translation memory (given that the source segments are identical).

This option is not selected by default to avoid unnecessary duplication in the translation memory. During batch clean up or translation, Translator's Workbench may still find several multiple translation matches for a target segment that has been changed in the document for batch processing. If you have selected **Update TM** in the **Clean Up** or **Translate** dialog box and **Always add new TU** when target segment differs is not selected, Translator's Workbench uses further selection criteria to choose one of those multiple matches for update.

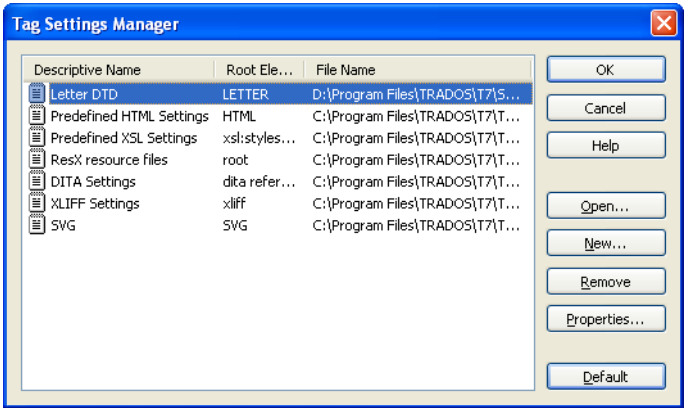
Tag Settings Files in Translator's Workbench

In order to batch process XML, HTML or SGML files (including DTD- and schema-based XML files), you must supply Translator's Workbench with the relevant tag settings files. The tag settings file contains information about the elements and entities in the relevant XML/HTML/SGML file, and how these should be handled during batch tool operations.

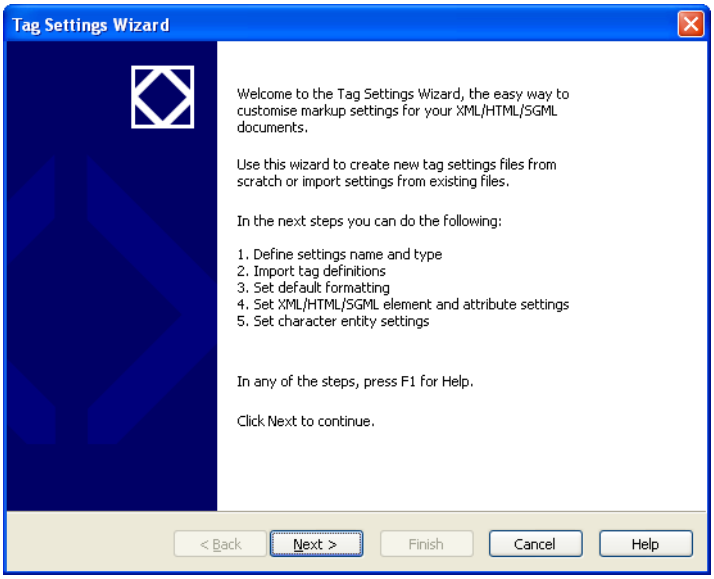
Managing Tag Settings Files

Use the Tag Settings Manager to manage the list of tag settings files that are currently available to Translator's Workbench. Use the Tag Settings Wizard to create new or edit existing files.

- To access the Tag Settings Manager from the **Tools** tab of the **Translation Memory Options** dialog box, click **Tag Settings**. The Tag Settings Manager is displayed.



- To access the Tag Settings Wizard from the Tag Settings Manager, click **Add** and, in the **Add Tag Settings** dialog box, select one of the options that allows you to create a new tag settings file. The Tag Settings Wizard is displayed.


Tag Settings Wizard
Welcome to the Tag Settings Wizard, the easy way to customise markup settings for your XML/HTML/SGML documents.
Use this wizard to create new tag settings files from scratch or import settings from existing files.
In the next steps you can do the following:
1. Define settings name and type
2. Import tag definitions
3. Set default formatting
4. Set XML/HTML/SGML element and attribute settings
5. Set character entity settings
In any of the steps, press F1 for Help.
Click Next to continue.
< Back
Next >
Finish
Cancel
Help

XML/HTML/SGML Document Type Rules

Each XML/HTML/SGML file belongs to a particular document type, as denoted by the root element of the file. Similarly, each tag settings file makes reference to the root element of the document type to which the settings correspond. When a tag settings file contains the same root element as a given XML/HTML/SGML file, the files are said to be *matching*.

The batch tools allow you to process groups of XML/HTML/SGML files that contain mixed document types. During batch tool operations, the following rules apply to the selection and use of tag settings files:

- Translator's Workbench refers to the Tag Settings Manager list for information about the tag settings files that are currently available for batch tool operations.
- If there is more than one matching tag settings file available for a given document type, Translator's Workbench uses the first matching file in the list. This tag settings file is used to process all files that belong to the relevant document type.
- If there is no matching tag settings file available for a given document type, Translator's Workbench checks to see if the Tag Settings Manager includes a default tag settings file. If so, the default file is used to process all files that belong to the relevant document type.

- If there is no matching tag settings file available for a given document type, and no default tag settings file, Translator's Workbench skips all files that belong to that document type.

After a batch tool operation, refer to the log file for information about the choice of tag settings file for each file that was processed. The log file also indicates which files were skipped.

Predefined Tag Settings Files

SDL Trados ships with a series of built-in files that contain predefined tag settings for certain document types. These files are as follows:

- `HTML4.ini` – suitable for processing all HTML/ASP documents that are based on the HTML 4.0 DTD and have the root element *HTML*.
- `XSL.ini` – suitable for processing XSL documents that have the root element *xsl:stylesheet*. XSL is a particular type of XML.
- `RESX.ini` – suitable for processing .NET RESX files that have the root element *RESX*.
- `XLIFF.ini` – suitable for processing XML Localization Interchange File Format files that have the root element XLIFF.
- `DITA.ini` – suitable for processing Darwin Information Typing Architecture XML files.
- `SVG.ini` – suitable for processing Scalable Vector Graphics XML files.

Built-in tag settings files are stored in the Workbench installation folder which by default is: *C:\Documents and Settings\All Users\Application Data[SDL International\Filters\...* You can create copies of and modify these files as required. Note that the Application Data folder may be hidden and you will have to set it to be visible if you want to see this folder and any subfolders. Also, if you want to make any changes to files in this folder, you must have read/write access to this folder. Consult your IT department for more information.

NOTE

The **Tag Settings Manager** is shared by SDL Trados Synergy, Translator's Workbench, TagEditor and WinAlign.
The changes that you make to the **Tag Settings Manager** list from one of these applications will affect the list as viewed from the other applications.

FOR MORE INFORMATION

For more information on the tag settings and the Tag Settings Manager and Wizard see the online help and the File Formats Reference Guide.

Translated Text Colours

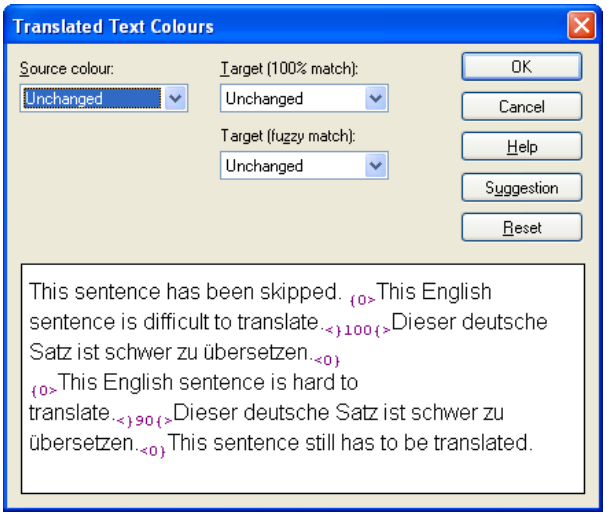
When you pre-translate documents, colour can help you to distinguish between source text and different types of target text (100% matches, fuzzy matches). Use the **Translated Text Colours** command on the **Options** menu in Translator's Workbench to define text colour settings.

NOTE

- Translated text colours apply to Word documents only and are not fully supported in TagEditor.

To define colour settings for the text in your Word documents:

1 From the **Options** menu in Translator's Workbench, select **Translated Text Colours**. The **Translated Text Colours** dialog box is displayed.


Translated Text Colours
Source colour:
Unchanged
Target (100% match):
Unchanged
Target (fuzzy match):
Unchanged
OK
Cancel
Help
Suggestion
Reset
This sentence has been skipped. {0>This English sentence is difficult to translate.<}100{>Dieser deutsche Satz ist schwer zu übersetzen.<0}
{0>This English sentence is hard to translate.<}90{>Dieser deutsche Satz ist schwer zu übersetzen.<0}This sentence still has to be translated.

2 Select the colours that you wish to apply from the **Source Colour** and **Target** drop-down lists. There are two target colour lists: one for exact matches and one for fuzzy matches. Translator's Workbench will apply the selected colours during interactive and batch translation. Click **Suggestion** if you want to use the colours suggested by Translator's Workbench.

3 If you wish to restore the default settings and leave text colours unchanged, click **Reset**.

4 Click **OK** to confirm and to return to the Translator's Workbench program window.

To avoid confusion and potential problems at the clean up stage, do not choose colours that already exist in your source texts. Once you have made a choice of source and target colours, you must retain

them until translation is complete and files are ready for clean up. During clean up, Translator's Workbench restores the original colour formatting to the text of your translated files.

FOR MORE INFORMATION

For more information about the clean up feature in Translator's Workbench, see "Cleaning Up Translated Documents" on page 8-16.

SHARING TRANSLATION MEMORY SETTINGS

In a multi-user setup where several users are working with the same translation memory, it is often useful to apply common translation memory settings. The use of common settings helps to ensure that translation is as consistent as possible across the board. To facilitate this, Translator's Workbench allows you to save the current translation memory settings to an external settings file (`*.ini`).

By default, the following information is saved to the translation memory settings file:

- All translation memory option settings, as defined in the **Translation Memory Options** dialog box.
- The current user ID, as defined in the **User ID** dialog box.
- Translator's Workbench display settings.

If you intend to share the settings file, we recommend that you edit it first to remove any non-transferable information such as the user ID. The settings file can be edited in Notepad or any text editor.

Saving and Loading Translation Memory Settings Files

Press [F8] to save the current translation memory settings to a settings file (`ini`). Press [Shift]+[F8] to load a settings file interactively. Note that settings files cannot be loaded if there is a translation memory open in Translator's Workbench.

Use the following methods to set up automatic loading of the translation memory settings file:

- If the settings file is stored in the Workbench installation folder and has the file name `WorkbenchSiteSettings.ini`, Translator's Workbench will automatically load these settings on startup.
- If the settings file is associated with a particular (file-based) translation memory, Translator's Workbench will automatically load these settings on opening the translation memory. To create the translation memory association, store the settings file in the same folder as the translation memory and apply the file naming convention `<TranslationMemoryFileName>Settings.ini`.

TIP

Translator's Workbench also allows you to share project and filter settings. For more information, "Defining Project and Filter Settings" on page 2-24.

TRANSLATOR'S WORKBENCH AND WORD

This chapter explains how to translate documents using Translator's Workbench and Word. Translator's Workbench supports Word 2000-2003 and Word 2007. Sections include:

- Trados-Word interface
- Setting up the Word editing environment
- General translation guidelines
- SDL Trados and Microsoft Word 2007
- Quick reference guide

Chapter

3

OVERVIEW

For the purposes of translation, Word is integrated with Translator's Workbench, the translation memory system, and MultiTerm, the terminology management system. The Word editing environment is ideal for translating Word or RTF documents, including RTF help files and Workbench RTF. Workbench RTF is a specially marked up Rich Text Format that is compatible with Translator's Workbench. For example, you can convert FrameMaker (MIF) and Interleaf (IASCII) files to Workbench RTF using the S-Taggers.

NOTE

- You can also translate Workbench RTF (including STF) files in the TagEditor editing environment. TagEditor provides advanced tag protection and verification features for tagged formats.
- Translator's Workbench now supports Microsoft Word 2007 as well as Microsoft Word 2000-2003.

This chapter introduces the Word editing environment. It includes an introductory tutorial and some general translation guidelines for translation with Word.

Audience

If you wish to start translating with Translator's Workbench, MultiTerm and Word, you should read this chapter. The information is relevant whether you are working with file- or server-based translation memories.

Before you start work in the Word editing environment, make sure that you have the necessary translation memory access rights. In the case of file-based translation memories, you require read-write access to perform translation tasks, and in the case of server-based translation memories, you require Translator rights. For more information about access rights in both types of memory, For more information, see "Translation Memory Security" on page 11-3.

Trados-Word 2007 Interface

Translator's Workbench and Word 2007 communicate via a specially designed document template, `TRADOS8.dotm`. When this template is activated in Word, the **SDL Trados** ribbon is displayed. The ribbon provides access to the commands that you require for translation with Translator's Workbench.

Trados-Word 2000-2003 Interface

Translator's Workbench and Word communicate via a specially designed document template, TRADOS8.dot for Word 2000-2003. When this template is activated in Word, the **Trados** menu is added to the Word menu bar; when you open a document for editing, the Workbench toolbar is displayed. The **Trados** menu and Workbench toolbar in Word provide access to the commands that you require for translation with Translator's Workbench.

During installation of SDL Trados, the setup program tries to determine where the Word *Startup* folder is located on your computer. If it is successful, it installs the Trados-Word template and the next time you launch Word, the interface with Translator's Workbench is automatically available. If for some reason the **Trados** menu is not available in Word 2000-2003 after installation, you may need to prepare Word manually.

Manually Preparing Word

NOTE

During the installation of SDL Trados 2007, the TRADOS8.dot or TRADOS8.dotm is installed and the previous versions are removed. These steps are included for trouble-shooting purposes only.

The Trados-Word template, TRADOS8.dot or TRADOS8.dotm, is copied to the *TT\Templates* folder during installation of SDL Trados 2007. Use this file to make the interface with Translator's Workbench permanently available in Word.

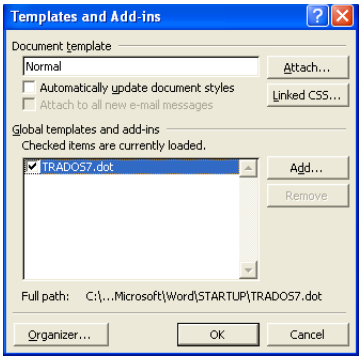
NOTE

The procedure for manually setting up the interface between Word 2007 and Translator's Workbench differs slightly.

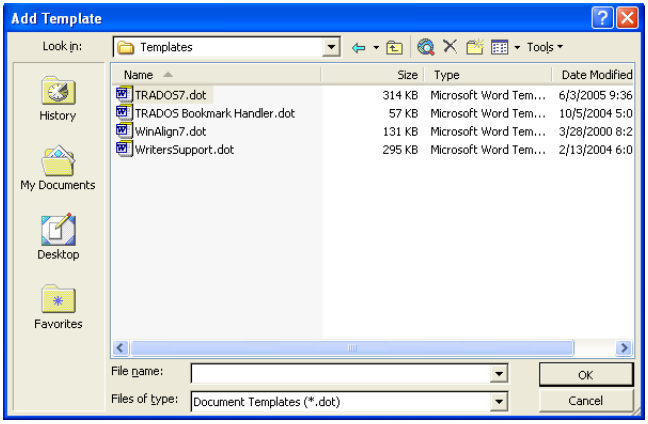
To set up the interface between Word 2000-2003 and Translator's Workbench:

1 In Windows Explorer, copy the Trados-Word template, TRADOS8.dot, from the *TT\Templates* subfolder of your SDL Trados 2007 installation to Word's template folder.

2 In Word 2000-2003, select **Templates and Add-ins** from the **Tools** menu. The **Templates and Add-ins** dialog box is displayed.



3 Click **Add** to open the **Add Template** dialog box. This dialog box contains a list of all templates that are available in Word's template folder.



4 In the **Add Template** dialog box, select `TRADOS8.dot`. Click **OK** to add the Trados-Word template as a global template to the standard Word template, *Normal.dot*.

5 In the **Templates and Add-Ins** dialog box, `TRADOS8.dot` is listed as an active global template. Click **OK** to confirm and to return to the main Word program window. The **Trados** menu is now visible in Word's menu bar.

Every time you start Word, you must activate the Translator's Workbench template by selecting **Global Templates and Add-Ins** on the **Tools** menu in Word and selecting `TRADOS8.dot` in the **Global templates** list. For this to happen automatically, copy the Trados-Word template to Word's *Startup* folder (usually *C:\Program Files\Microsoft Office\Office\Startup*). The template is then

activated automatically each time you start Word. You can deactivate the template temporarily by selecting **Templates and Add-Ins** on the **Tools** menu and clearing the `TRADOS8.dot` check box. To permanently deactivate the template, delete the `TRADOS8.dot` file from the *Startup* folder and restart Word.

WARNING

Translator's Workbench 8.0 does not support earlier versions of the Trados-Word document template. Make sure that you install `TRADOS8.dot` *and remove* `TRADOS7.dot`, `TRADOS6.dot`, `TRADOS5.dot`, `TW4Win2k.dot`, `TW4Win97.dot` *or* `TW4Win.dot` *from your computer.*

GENERAL TRANSLATION GUIDELINES

This section describes a number of options that you can set up to facilitate translation using Translator's Workbench and the Word editing environment.

FOR MORE INFORMATION

For more information about translation workflow and the preparation of Word documents and RTF help files for translation, see the *File Formats Reference Guide*.

User Interface Language

Translator's Workbench supports different user interface languages. To change the language that appears in dialog boxes, menus and online help:

1 In Translator's Workbench, select **User Interface Language** from the **View** menu. The **User Interface Language** dialog box is displayed.

2 Select a language on the **Language** drop-down list. Click **OK** to confirm. All dialog boxes, menus and online help now appear in the selected language.

Copy Source on No Match

Selecting this option means that when Translator's Workbench finds no match in the translation memory for the source segment, it automatically copies the source segment to the target field. Then you overwrite the source text with the translation. To activate this option, choose **Translation Memory Options** from the **Options** menu in Translator's Workbench. In the **Translation Memory Options** dialog box, click to open the **General** tab and select **Copy source on no match**.

For more information about the options that are available in this dialog box, see "Translation Memory Options" on page 2-27.

Creating Multiple Translations

If you are using a translation memory that allows multiple translations, the **Add as New Translation** command is available in the **Trados** menu in Word whenever Translator's Workbench identifies an exact (multiple translation) or 100% match for the currently open translation unit. This allows you to create a new translation for the current source segment which is then stored, along with the original translation unit, as a multiple translation unit in the translation memory.

In Word, the **Add as New Translation** command is available on the **Trados** menu or as a keyboard shortcut, [Ctrl]+[Alt]+[↑]. When you use this command, the message *New translation added successfully. Use "Set/Close" to continue* appears in the status bar of Translator's Workbench.

By default, Translator's Workbench applies a 1% match penalty to multiple translations. Accordingly, whenever a multiple translation is retrieved from the translation memory, the message *Exact Match, -1% Multiple Translations* appears in the status bar of Translator's Workbench.

FOR MORE INFORMATION

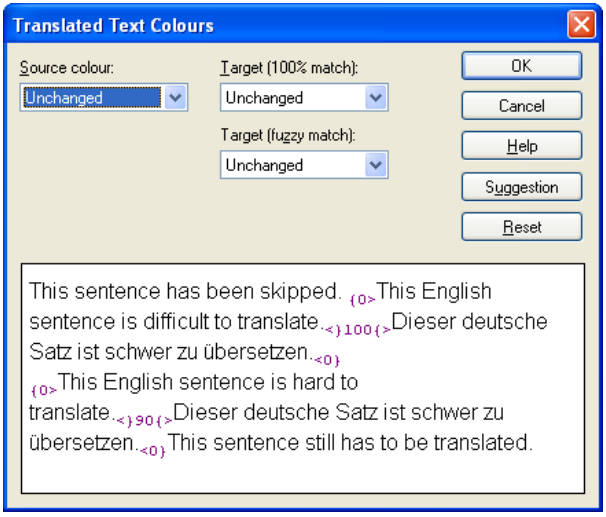
For more information on multiple translations, see the online help for Translator's Workbench.

Translated Text Colours

Colour can help you distinguish between different types of target text (100% matches, fuzzy matches).

To change the colour of translated text:

1 From the **Options** menu in Translator's Workbench, select **Translated Text Colours**. The **Translated Text Colours** dialog box is displayed.


Translated Text Colours
Source colour:
Unchanged
Target (100% match):
Unchanged
Target (fuzzy match):
Unchanged
OK
Cancel
Help
Suggestion
Reset
This sentence has been skipped. {0>This English sentence is difficult to translate.<}100{>Dieser deutsche Satz ist schwer zu übersetzen.<0}
{0>This English sentence is hard to translate.<}90{>Dieser deutsche Satz ist schwer zu übersetzen.<0}This sentence still has to be translated.

2 Select colours from the **Source colour** and **Target** lists. There are two target colour lists: one for exact matches and one for fuzzy matches.

3 Click **OK** to confirm. This becomes the default setting until you change it again.

TIP

If you wish to restore the default settings and leave text colours unchanged, click **Reset**.

To avoid confusion and potential problems when it comes to cleaning up the bilingual file, do not use colours that already exist in your source texts. Once you have made a choice of source and target colours, you must retain them until you have finished translation and are ready to clean up the bilingual file. During clean up, Translator's Workbench restores the original colour formatting to the text of your translated files. For more information about the clean up feature in Translator's Workbench, see "Cleaning Up Translated Documents" on page 8-16.

Non-translatable Text

When there is text in your documents that does not require translation, you can instruct Translator's Workbench to ignore it.

Using Paragraph Styles to exclude Paragraphs from the Translation Process

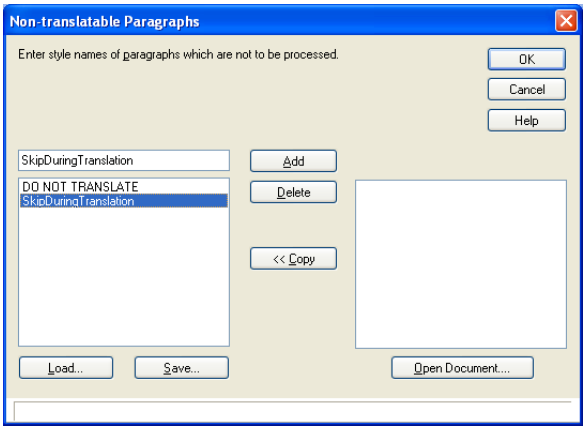
Excluding paragraphs from the translation process is useful if your text contains paragraphs of program code or non-translatable examples. When opening a translation unit, Translator's Workbench checks a list of non-translatable paragraph styles that you have defined. If the current paragraph style is non-translatable, Translator's Workbench ignores or skips it. Non-translatable paragraphs must be formatted in styles with unique names so that Translator's Workbench can recognise them.

To add a paragraph style to the list of non-translatable styles:

1 In Translator's Workbench, select **Non-translatable Paragraphs** on the **Settings** menu. The **Non-translatable Paragraphs** dialog box is displayed. Use this dialog box to specify the names of the paragraph styles to be ignored during translation.

2 Add a style name to the list by doing one of the following:

- Select the input box and enter the name of the paragraph style which is not to be translated. In our example, enter *SkipDuringTranslation*. Click **Add** to confirm.



- You can also select paragraph styles from existing Word documents. Click **Open Document**. The **Style List File** dialog box opens. Locate the Word document on your system and click **Open**. Translator's Workbench scans the document and displays a list of its paragraph styles. Select the style name and click the **<< Copy** button. The name is added to the list of non-translatable paragraphs.

3 If required, repeat Step 2 for other paragraph style names.

4 Click **OK** to confirm your settings.

TIP

If you are not familiar with document styles, refer to Word's documentation.

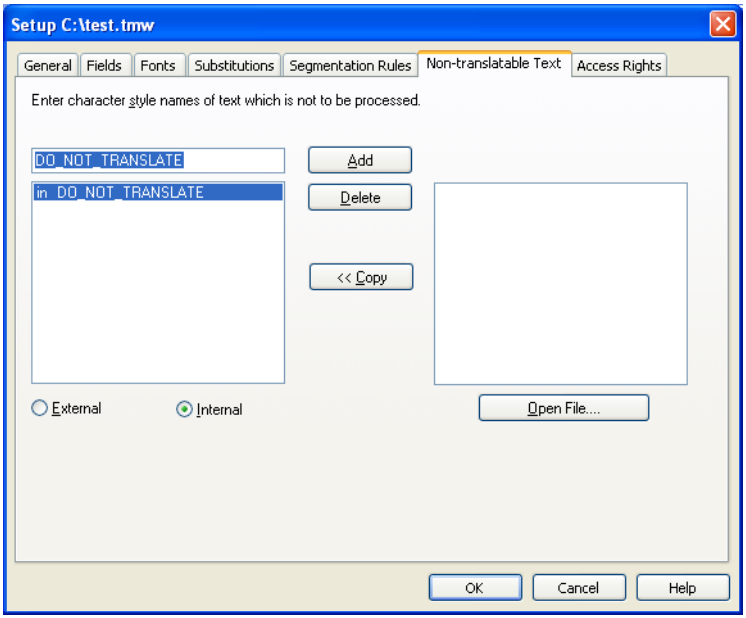
Using Character Styles to Exclude Text from the Translation Process

In addition to paragraph styles, Translator's Workbench can ignore text formatted with specific character styles during interactive or batch translation. This is useful when translating online help files that have character styles designed to identify jump and popup context IDs or similar non-translatable information.

Translator's Workbench treats non-translatable text as external or internal. If you define a character style as external, Translator's Workbench completely ignores the corresponding text during translation and treats all text formatted with that style as the end of a segment. This feature is similar to the non-translatable paragraph feature described previously. Sometimes non-translatable text occurs within a segment, for example, a jump topic ID following double-underlined jump text in the middle of a sentence. In this case, you can define the character style of the jump topic ID as internal. Translator's Workbench treats the jump topic ID text as a placeable element.

To define the list of non-translatable character styles in the translation memory setup:

1 In Translator's Workbench, select **Setup** on the **File** menu. To access the **Setup** menu item, you must open the translation memory in exclusive mode. The **Setup** dialog box opens. Click the **Non-translatable Text** tab.



2 Enter the name of the character style you wish to exclude by either typing it in the input box or by clicking the **Open File** button, selecting the character style(s) from the list and clicking the **<< Copy** button.

3 Each character style selected is formatted as internal by default and recognised as a placeable element by Translator's Workbench. If the character style should be completely ignored during translation, highlight the style and check the **External** radio button. Click **OK** to confirm.

The double-underlined text *jump link* must be translated, while the hidden text *MyJump* following it must be placed in the target segment since it contains a unique context ID used by the Help compiler to identify the page with the related topic. The hidden text *MyJump* is formatted using the character style *JumpContextID*. Adding the character style name *JumpContextID* as an internal style to the list of non-translatable character style names means that Translator's Workbench recognises it as a placeable element during translation.

Segment Delimiters

When you open a sentence using **Open**, **Open/Get** or **Set/Close Next Open/Get**, Translator's Workbench inserts hidden marks into your document. During translation, these marks function as segment delimiters that separate the translation units (source and target text) in your document. {0} indicates the start of a translation unit; <0} indicates the end of a translation unit. Source and target segments within the translation unit are separated by <}n{>, where *n* is the match value between the current source and the matching segment in the translation memory.

You should set the view options in your word processor to show these hidden segment delimiters and all other delimiting marks in the files. In Word, for example, to display hidden text, click **Show/Hide** ¶ on the Standard toolbar.

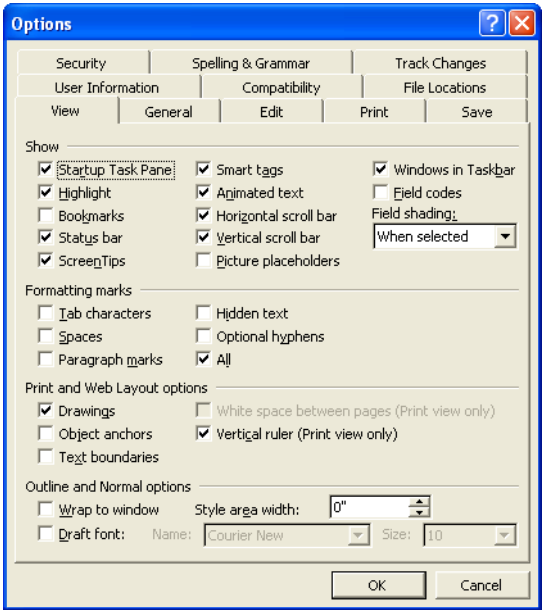
As an example of segment delimiters, <}100{> in the sentence below means that Translator's Workbench found an exact 100% match, <}85{> means that it found an 85% fuzzy match and <}0{> means that it did not find any match. For example, an 85% fuzzy match appears as follows:

{0> *This is a new sample sentence.* <}85{> *Dies ist ein neuer Beispielsatz.*<0}

After translation, the source segment and all delimiting marks are kept in your document as hidden text. Your translation is formatted as visible text with all formatting intact. For example:

{0> *This is a sample sentence that has already been translated.* <}85{> *Dies ist ein Beispielsatz, der bereits übersetzt wurde.*<0}

To have more control over which non-printing characters are displayed in Word, select **Options** on the **Tools** menu in Word. In the **Options** dialog box, select the **View** tab, as follows:



Check the boxes as required in the **Formatting marks** section. Click **OK** to confirm.
The recommended option is **All**.

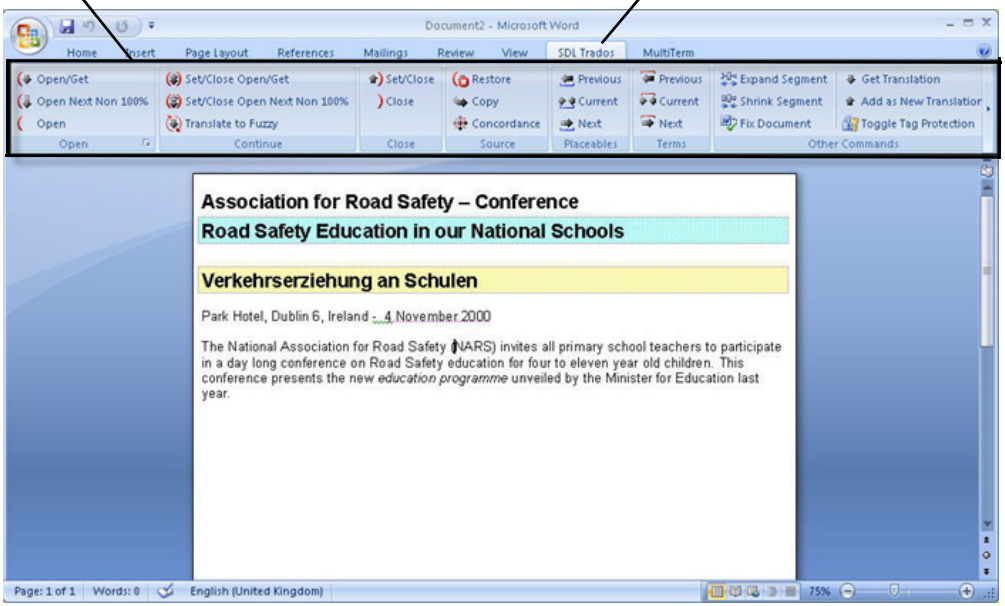
SDL TRADOS AND MICROSOFT WORD 2007

You can use SDL Trados 2007 with Microsoft Word 2007. All SDL Trados functionality is accessed from the **SDL Trados** ribbon; there is no SDL Trados menu or toolbar. The ribbon displays the same options and icons that appear in SDL Trados menu and toolbar in earlier Word versions.

Click the **SDL Trados** tab to display the **SDL Trados** ribbon.

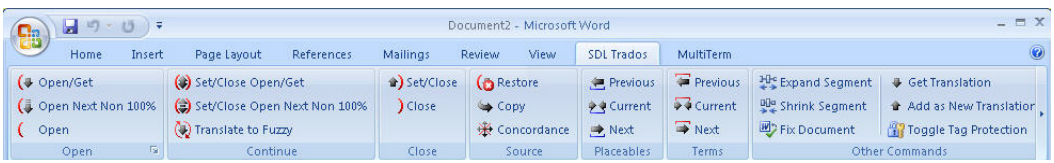
The **SDL Trados** ribbon

Click to display the **SDL Trados** ribbon



Apart from the method used to access SDL Trados functionality, working with SDL Trados in Word 2007 is the same as working with SDL Trados in earlier versions of Word.

The **SDL Trados** ribbon is split into different sections each containing different commands for translating your document.



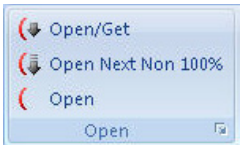
QUICK REFERENCE WORD 2007

This section provides a summary of the commands that are available on the **SDL Trados** ribbon in Word 2007.

SDL Trados Ribbon

The SDL Trados ribbon acts as an interface between Translator's Workbench and Word 2007. The table below lists the button commands that are available on the different sections of the **SDL Trados** ribbon, and briefly explains their purpose.

Open Section



Open/Get [Alt]+[Home]	Opens the current segment, searches for potential matches in the translation memory and transfers the translation, if any, to your document. Use this button to start translation mode.
Open Next Non 100% Ctrl]+[Alt]+[Home]	Ignores all identical matches and opens the first less than 100% match. This is useful in texts that have already been partly translated using the **Translate** command in Translator's Workbench.
Open [Alt]+[Shift]+[Home]	Opens the current segment and searches for potential matches in the translation memory.
	Opens SDL Trados Translator's Workbench.

Continue Section

Set/Close Open/Get
[Alt]+[+] on numeric keypad

Closes the currently open translation unit, saves it in the translation memory, opens the next sentence and transfers the translation, if any, to your document. Use this button to confirm a translation and move on to the next sentence.

Set/Close Open Next Non 100%
[Ctrl]+[Alt]+[+]

Closes the currently open translation unit, saves it to the translation memory and ignores all identical matches until it finds the next less than 100% match.

Translate to Fuzzy
[Alt]+[x] on numeric keypad
[Alt]+[*] on some systems

Translates all 100% matches automatically, starting with the currently open translation unit and stopping at the next fuzzy match.

Close Section

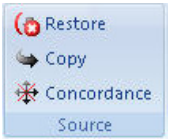
Set/Close
[Alt]+[End]

Closes the currently open translation unit and saves it in the translation memory. Use this button to end translation mode.

Set
[Alt]+[Shift]+[End]

Closes the currently open translation unit without saving the translation in the translation memory and ends translation mode.

Source Section



Restore
[Alt]+[Del]

Undoes the last translation and restores the original source sentence. This button is useful if you want to get your source text back without having to enter a translation.

Copy
[Alt]+[Ins]

Copies the source sentence to the target field. This button is helpful if the target sentence is similar to the source sentence.

Concordance
[Alt]+[↑]

Searches the translation memory for selected text. If Translator's Workbench can find the same or similar text,
it opens a concordance window, showing all matching translation units.

Placeable Section

Previous
[Alt]+[Ctrl]+[←]

Copies the previous placeable to the target field at the cursor position.

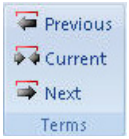
Current
[Alt]+[Ctrl]+[↓]

Copies the current placeable to the target field at the cursor position.

Next
[Alt]+[Ctrl]+[→]

Copies the next placeable to the target field at the cursor position.

Terms



Previous
[Alt]+[←]

Copies the previous term to the target field at the cursor position.

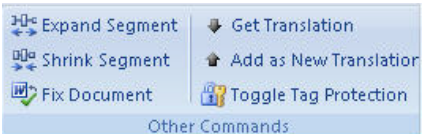
Current
[Alt]+[↓]

Copies the current term to the target field at the cursor position.

Next
[Alt]+[→]

Copies the next term to the target field at the cursor position.

Other Commands



Expand Segment
[Ctrl]+[Alt]+[Page Down]

Extends the current source segment by one sentence and searches the translation memory for a potential match.

Shrink Segment
[Ctrl]+[Alt]+[Page Up]

Reduces the current source segment by one sentence and searches the translation memory for a potential match.

Fix Document
[Alt]+[Ctrl]+[U]

Run this command if you run into problems during interactive translation, for example, if you inadvertently try to open two translation units at the same time.

Get Translation
[Alt]+[Shift]+[Insert]

Searches for potential matches in the translation memory and transfers the translation, if any, to your document.

Add as New Translation
[Ctrl]+[Alt]+[↑]

Adds an additional translation unit with different target text to a translation memory that has multiple translations enabled.

Toggle Tag Protection
[Alt]+[Ctrl]+[P]

Toggles on and off tag protection of external tags and segment delimiters.

QUICK REFERENCE WORD 2000-2003

This section provides a summary of the commands that are available in Word 2000-2003 on the Workbench toolbar and the **Trados** menu. This section also includes some tips for translating in Word.

Translator's Workbench Toolbar

The Workbench toolbar in Word acts as an interface between Translator's Workbench and Word. The table below lists the button commands that are available, and briefly explains their purpose.

Button/Icon and Shortcut	Explanation
Open [Alt]+[Shift]+[Home]	Opens the current segment and searches for potential matches in the translation memory.
Open/Get [Alt]+[Home]	Opens the current segment, searches for potential matches in the translation memory and transfers the translation, if any, to your document. Use this button to start translation mode.
Get Translation [Alt]+[Shift]+[Insert]	Searches for potential matches in the translation memory and transfers the translation, if any, to your document.
Restore Source [Alt]+[Del]	Undoes the last translation and restores the original source sentence. This button is useful if you want to get your source text back without having to enter a translation.
Copy Source [Alt]+[Ins]	Copies the source sentence to the target field. This button is helpful if the target sentence is similar to the source sentence.
Set/Close Next Open/Get [Alt]+[+] on numeric keypad	Closes the currently open translation unit, saves it in the translation memory, opens the next sentence and transfers the translation, if any, to your document. Use this button to confirm a translation and move on to the next sentence.
Translate to Fuzzy [Alt]+[x] on numeric keypad [Alt]+[*] on some systems	Translates all 100% matches automatically, starting with the currently open translation unit and stopping at the next fuzzy match.

Button/Icon and Shortcut	Explanation
Set/Close [Alt]+[End]	Closes the currently open translation unit and saves it in the translation memory. Use this button to end translation mode.
Close [Alt]+[Shift]+[End]	Closes the currently open translation unit without saving the translation in the translation memory and ends translation mode.
Concordance [Alt]+[↑]	Searches the translation memory for selected text. If Translator's Workbench can find the same or similar text, it opens a concordance window, showing all matching translation units.
Get Previous Placeable [Alt]+[Ctrl]+[←]	Copies the previous placeable to the target field at the cursor position.
Get Current Placeable [Alt]+[Ctrl]+[↓]	Copies the current placeable to the target field at the cursor position.
Get Next Placeable [Alt]+[Ctrl]+[→]	Copies the next placeable to the target field at the cursor position.
Get Previous Term [Alt]+[←]	Copies the previous term to the target field at the cursor position.
Get Current Term [Alt]+[↓]	Copies the current term to the target field at the cursor position.
Get Next Term [Alt]+[→]	Copies the next term to the target field at the cursor position.
Flagman icon	Toggles the Workbench toolbar on and off.

Trados Menu

The **Trados** menu in Word includes all commands that are available on the Workbench toolbar, as well as some additional items. Additional menu items are listed below, along with a brief explanation of their purpose

NOTE

The **Trados** menu is not available in Word 2007, however, all of the **Trados** menu commands are still available on the **SDL Trados** ribbon.

Additional Commands on the Trados Menu	
Open Next no 100% Get [Ctrl]+[Alt]+[Home]	Ignores all identical matches and opens the first less than 100% match. This is useful in texts that have already been partly translated using the **Translate** command in Translator's Workbench (**Tools** menu).
Set/Close Next no 100% Open/Get [Ctrl]+[Alt]+[+]	Closes the currently open translation unit, saves it to the translation memory and ignores all identical matches until it finds the next less than 100% match. This is useful in texts that have already been partly translated using **Translate** on Translator's Workbench's **Tools** menu.
Expand Segment [Ctrl]+[Alt]+[Page Down]	Extends the current source segment by one sentence and searches the translation memory for a potential match.
Shrink Segment [Ctrl]+[Alt]+[Page Up]	Reduces the current source segment by one sentence and searches the translation memory for a potential match.
Fix Document [Alt]+[Ctrl]+[U]	Run this command if you run into problems during interactive translation, for example, if you inadvertently try to open two translation units at the same time.
Toggle Tag Protection [Alt]+[Ctrl]+[P]	Toggles on and off tag protection of external tags and segment delimiters (Word 2000 and Word 2002).
Add as New Translation [Ctrl]+[Alt]+[↑]	Adds an additional translation unit with different target text to a translation memory that has multiple translations enabled.
[Alt]+[Page Up] [Alt]+[Page Down]	Where there are multiple matches in the translation memory for a source segment, use [Alt]+[Page Up] and [Alt]+[Page Down] to scroll through the matches.

FOR MORE INFORMATION

For more information about the commands that are available on the **Trados** menu and the Workbench toolbar in Word, see the online help for Translator's Workbench.

Tips for Translating in Word

- Never delete the segment delimiters (`{0>`, `{1>`, `<0}`, `{1>`) used by Translator's Workbench to identify the main and subsegments of a translation unit. Always activate hidden text in Word by using the **Show/Hide** button ¶.
- Do not delete the carriage return character (¶) at the end of the source and target field, because you will also delete the colour formatting of the source and target field.
- As you translate and your translation memory increases in size, use the **Concordance** function. Select the word or text in your document and click the **Concordance** button . The **Concordance** function not only gives you the translations of selected sentence parts, but also examples of usage.
- Always work in **Normal** view rather than in **Page Layout** or **Outline** view. When you work in **Normal** view, Word does not have to repaginate each time you start translating a new sentence. To set **Normal** view, select **Normal** on the **View** menu in Word.
- If your documents contain many graphics, we recommend that you activate the **Picture Placeholders** option so that Word will display placeholders rather than the graphics themselves. This allows Word to work much faster with Translator's Workbench. To set placeholders, select **Options** on the **Tools** menu and click the **View** tab. Check the **Picture Placeholders** option and click **OK** to confirm. You will now see empty boxes in place of the graphics in your document.
- To save space on your screen, you can de-activate certain elements in the Word program window that you do not need during translation with Translator's Workbench. For example, you may not need to use the horizontal scroll bar or one or more of Word's toolbars. To select and deselect toolbars, either select **Toolbars** on the **View** menu or right-click in the toolbar section of the screen and uncheck the toolbars you do not want.
- Word optimization: For advanced users, we recommend changing some registry settings to speed up Word considerably. To do this, use the **RegOptions** macro from the `Support9.dot` template shipped with Word. This template provides macros that can be used for manipulating the registry. It is not installed by default; select it during **Setup**. You can also install it at a later stage or download it from the Microsoft web site at support.microsoft.com/support/.

- The registry options that most speed up Word are **CacheSize** and **BitmapMemory**, both of which are, by default, set to 64. We recommend changing this value to 512 or 1024.

For more information about translating Word documents and RTF help files, see the *File Formats Reference Guide*.

TRANSLATOR'S WORKBENCH AND TAGEDITOR

This chapter explains how to translate documents using Translator's Workbench and TagEditor. Sections include:

- Working with tagged text file formats
- Setting up the TagEditor editing environment
- General translation guidelines
- Reviewing documents in TagEditor
- Adding Comments in TagEditor
- Quick reference guide

Chapter

4

OVERVIEW

This chapter introduces the TagEditor editing environment. For the purposes of translation, TagEditor is integrated with Translator's Workbench, the translation memory system, and MultiTerm, the terminology management system. TagEditor is the ideal editing environment for translating tagged text file formats.

This chapter gives an overview of TagEditor and the characteristics of tagged text file formats. It includes an introductory tutorial and some general guidelines for translation in TagEditor.

Audience

If you wish to start translating using Translator's Workbench, MultiTerm and TagEditor, you should read this chapter. The information is relevant whether you are working with file- or server-based translation memories. In each of these working contexts, the features of the TagEditor editing environment remain the same.

Before you start work in TagEditor, make sure that you have the necessary translation memory access rights. In the case of file-based translation memories, you require read-write access to perform translation tasks, and in the case of server-based translation memories, you require Translator rights. For more information, see "Translation Memory Security" on page 11-3.

WHAT IS TAGEDITOR?

TagEditor is a specialized application designed for translating and editing tagged text files. Tagged text formats play an increasingly important role in document authoring and translation. For example, HTML tags are used to define the structure and layout of pages on the World Wide Web. Standardised General Markup Language (SGML) and Extensible Markup Language (XML) are also used for structuring complex documentation.

TagEditor provides direct support for the following tagged text file formats:

File Type	Notes
XML	XSL, XLIFF documents (XLF)
HTML	HTML, including Active Server Pages (ASP), Active Server.NET (ASP.NET), Java Server Pages (JSP) and Include files (INC)
SGML	SGM, SGML
Microsoft Word 2000-2003 Microsoft Word 2007	DOC, DOT, RTF DOX, DOTX There are two possible workflows for Word documents, RTF-based workflow and TTX based workflow. To translate Word files in TagEditor you must use the TTX-based workflow. For more details see the *File Formats Reference Guide*.
Microsoft Excel 2000-2003 Microsoft Excel 2007	XLS, XLT XLSX, XLTX, XLSM
Microsoft PowerPoint 2000-2003 Microsoft PowerPoint 2007	PPT, PPS, POT PPTX, PPSX, POTX, PPSM
FrameMaker	FrameMaker + SGML (MIF), converted to STF (Workbench RTF only
InDesign	InDesign CS 2 Interchange format files (INX) or InDesign tagged files (ISC, TXT) InDesign CS1 (INDD, INDT)
QuarkXPress	QuarkXPress tagged files QSC, XTG, TTG, TAG
PageMaker	Tagged files TXT
Interleaf	IASCII, converted to STF (Workbench RTF only
Ventura	Tagged files TXT

File Type	Notes
Workbench RTF	
Windows Binary	EXE, DLL, OCX
Windows Resource	RC, DLG
Java	PROPERTIES
StarOffice	SXW, SXC, SXI
OpenOffice	ODT, ODS, ODP
Generic delimited text	CSV, CAT files. SDLX 2005 SP1 (Lite or better) must be installed.
RESX	the .NET XML-based RC format
TradosTag files (TTX)	TradosTag provides a standard method of describing tagged text formats and bilingual data for translation purposes. Text and formatting information are extracted from the native file format and presented in an abstracted file format, TradosTag. TradosTag is an XML-based file format that provides a standard method for processing XML, HTML, SGML and DTP file formats.
SDLX Translation files	ITD files. SDLX 2005 SP1 (Lite or better) must be installed to edit SDLX files in TagEditor
Generic Text	TXT

NOTE

Workbench RTF is a Rich Text Format that is compatible with Translator's Workbench. You can use either TagEditor or Word to translate Workbench RTF.

TradosTag (TTX) Bilingual Format

TradosTag is the default file format for bilingual documents in TagEditor. It is an XML-based format that provides a standard method for representing tagged text formats and bilingual data for translation purposes. TradosTag files have a `*.ttx` extension.

During interactive translation, TagEditor converts monolingual source files to the TradosTag bilingual file format. TagEditor also supports files that have already been converted to TradosTag before interactive translation. After translation and any post-translation tasks such as review, tag verification or clean up, target files are saved in the original file format.

Bilingual File (BIF) Format

The BIF file format is still supported for backward compatibility with earlier versions of Trados but we recommend that you finish projects involving BIF documents in TagEditor 3.x before starting to use TagEditor 8. Alternatively, you can convert BIF documents to TradosTag and continue processing them in TagEditor 8.

- To convert a BIF document to TradosTag (TTX) format, simply open the file in TagEditor 8 and save. TagEditor converts the file to TradosTag and appends the `.ttx` extension.
- When you select the **Save Bilingual As** command in TagEditor, you can save as either TTX or BIF. TagEditor appends the `.ttx` extension by default, so to save as BIF, append the `.bif` extension manually.

NOTE

In general, limited compatibility may apply between SDL Trados 2007 and Edition 2.x/3.x of the Trados translation solution. For more information, go to the Customer Support Center http://support.sdl.com.

File Preparation and Post-translation Tasks

As well as translation, the TagEditor environment offers the following file preparation and post-translation features:

- Tag Settings Wizard and Manager – these utilities allow you to manage, create and edit tag settings files. Tag settings files are necessary to process and format HTML, SGML and XML documents for translation purposes. For more information, see the online help for the Tag Settings Wizard. The *File Formats Reference Guide* includes a tutorial that shows you how to create a new tag settings file in the Tag Settings Wizard.

- Verification plug-ins – allow you to verify the tag changes in whole documents that have been translated in TagEditor. The verification plug-ins support all file formats that can be processed in TagEditor. For more information, see "TagEditor Verification Plug-ins" on page 7-7.

- Messages pane – displays tag verification messages and provides direct access to the translated document so that tag errors can be addressed before files are converted back to their original format. For more information, see "Message Pane" on page 7-20.

- Message filters – plug-in components that allow you to customise the message lists that are generated by the verification plug-ins. For more information about these, see "Message Filter Plug-ins" on page 7-22.

- TradosStag Viewer plug-in – allows you to preview and print TradosStag (TTX) documents from within Internet Explorer. You can review documents that have been partially or fully translated, with optional colour settings to indicate translation memory match values. All documents are displayed with the correct formatting so that no tags appear. For more information, see Chapter 9.

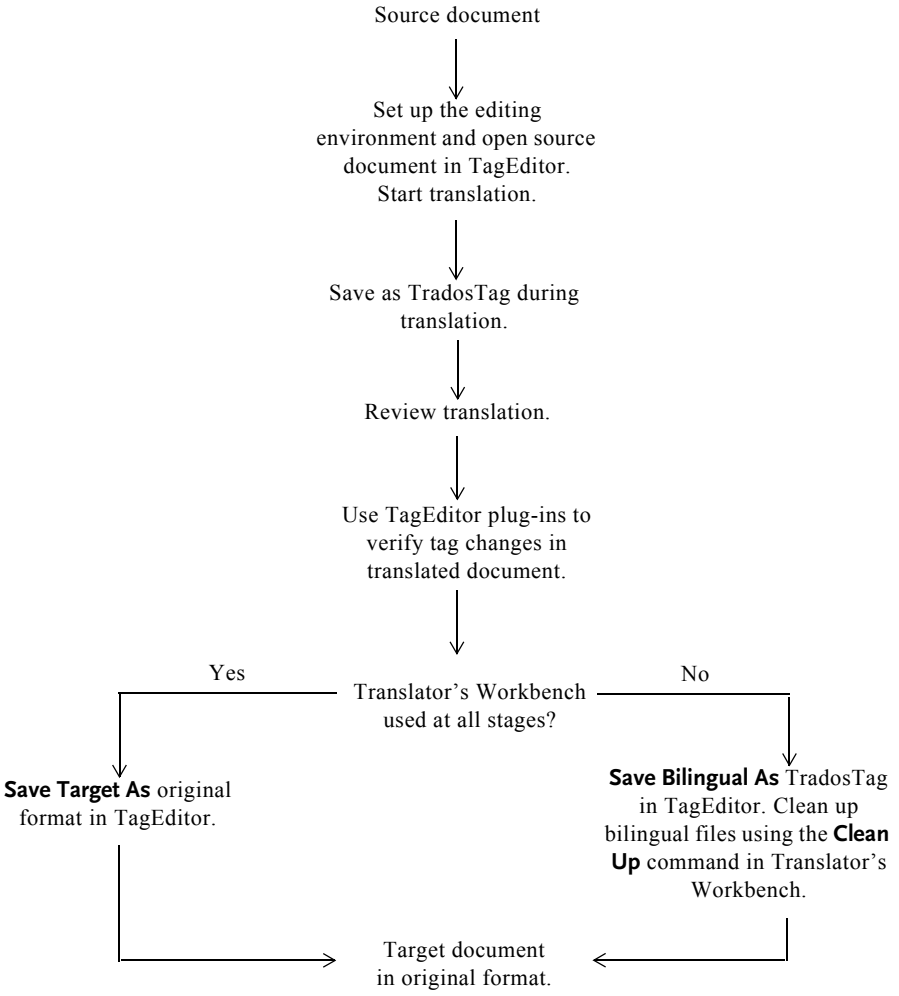
- Offline review – a facility that allows you to use TagEditor in stand-alone mode without connecting to Translator's Workbench for the purposes of reviewing translated documents. For more information, see "Finding and Replacing Text in TagEditor" on page 4-25.

- SDL Trados Terminology Verifier– allows you to verify the terms in documents against the termbase.

- SDL Trados QA Checker– this plug-in incorporates a suite of quality assurance checks that are performed on the current TagEditor document.

TagEditor Translation Workflow

The TagEditor translation workflow can be summarised as follows:


Source document
Set up the editing environment and open source document in TagEditor. Start translation.
Save as TradosTag during translation.
Review translation.
Use TagEditor plug-ins to verify tag changes in translated document.
Translator's Workbench used at all stages?
Yes
No
Save Target As original format in TagEditor.
Save Bilingual As TradosTag in TagEditor. Clean up bilingual files using the Clean Up command in Translator's Workbench.
Target document in original format.

NOTE

- As well as restoring the original file format and removing unwanted source text, the **Clean Up** command in Translator's Workbench also updates the current translation memory in accordance with the latest changes in the final bilingual files.

ABOUT TAGS

This section contains an overview of tag types, tag display, tag protection and verification in TagEditor. It also introduces the Tags toolbar.

TIP

The TagEditor sample file, `Sample.htm`, contains examples of the types of tag that are explained below. We recommend that you open this file in TagEditor before reading this section. The sample file is installed by default to the following location:
C:\Documents and Settings\All Users\Documents\SDL Trados\Samples

Tag Types

Tags are brief coded statements that contain information about formatting and structure in the tagged text file. How this information is represented differs from one file format to another; this is why most tags are file format-specific. However, certain general characteristics apply to all tagged formats and their representation in TagEditor.

Most tags can be classified as opening, closing or stand-alone tags, depending on how they work:

- **Opening and closing tags** – these tags work in pairs to invoke and revoke an instruction. The opening tag indicates the start of a character format or structural element such as a heading. The closing tag marks the end of the formatting or structural element. A typical example of such a tag pair is HTML and HTML, indicating the beginning and end of an HTML file, or B and B, indicating the scope of bold formatting. Text and other tag pairs may occur in between the opening and closing tags for a particular instruction.

- **Stand-alone tags** – stand-alone tags work independently, for example the image tag IMG in HTML. Stand-alone tags are easy to recognise since they do not have sharp edges.

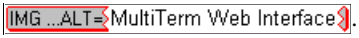
TagEditor classifies all tags as external or internal, depending on their function:

- **External tags** – external tags have a black border by default, for example, the HTML tag. They typically represent structural information. These tags and their content are completely ignored during translation and can only appear outside sentences. You rarely need to move or delete external tags during translation.

- **Internal tags** – internal tags have a red border by default, for example, the B and B tags. These tags may represent formatting information (such as bold), surround hyperlinks or other markers, and may appear inside the text. Most internal tags can be moved around within the sentence to suit the translation. Depending on the file format, some internal tags can be added or deleted as required. By default, TagEditor classifies unknown tags as internal.

When tags contain text other than structural or formatting information, TagEditor classifies the text content as translatable or non-translatable:

- **Non-translatable tags** – tags containing text that does not require translation are classified as non-translatable. Most tags that contain text are non-translatable. Non-translatable tags function as internal tags.

- **Translatable text within tags** – when tags contain text that requires translation, TagEditor displays the tag in three parts: the text to be translated appears as normal text and the parts of the tag that surround it appear as interconnected parts. For example, in a HTML document, the following text may occur in an IMG tag: 

. This tag contains translatable text that is shown in place of the image if the image does not display in the web browser. You can customise the way TagEditor treats translatable text within tags. For more information, see the online help for TagEditor.

During translation, TagEditor inserts its own tags to mark source and target segments and to provide information about translation memory match values.

- **Translation unit tags** – the

,

and

delimiting tags identify the source segment, match value and target segment, respectively, of a regular translation unit.

- **PerfectMatch unit tags** – the

,

and

delimiting tags identify the source and target segment of a PerfectMatch unit. Because they are taken from previously reviewed bilingual documents, PerfectMatch units are considered to be perfect matches from a segment and context point of view. For this reason, no match value is given. For more information, see “Working with PerfectMatch Units” on page 4-22.

Tag Display

TagEditor allows you to choose whether tag text is displayed fully, partially or not at all by clicking the tag text buttons – – on the TagEditor toolbar or by using the **Tag Text** commands from the **View** menu.

By default, tag text is only partially displayed. To display tag text and delimiters in full, choose **Tag Text** > **Complete** from the **View** menu, or click the appropriate tag text button – – on the TagEditor toolbar. This option may be useful when interpreting generic tags, such as those that are used to represent formatting instructions in PowerPoint, Excel, and converted FrameMaker or Interleaf documents.

FOR MORE INFORMATION

For more information about file type-specific features and tags, see the *File Formats Reference Guide*.

Semi-WYSIWYG View

TagEditor can map tags to formatting to allow a more WYSIWYG (What You See Is What You Get) view of the document during translation. For example, a heading in HTML is usually surrounded by heading tags (H1 or H2). TagEditor changes the appearance of the text between the heading tags so that it appears in a larger font. This formatting is not stored in either the document or the translation memory, but makes navigation and orientation within the file much easier. For more information on tag formatting properties and how to change them, see the online help for TagEditor.

Tag Protection

The tag content of each document is vital to its integrity. By default, TagEditor protects both external and internal tags in a document and ensures that they stay in place during translation. To demonstrate this, place the cursor after any tag and press the [Backspace] key. The tag is not deleted.

During translation, you may wish to deactivate tag protection temporarily in order to move or delete tags in the target text. You can adjust tag protection settings using the options that are available from the drop-down list beside the tag protection button on the standard toolbar.

The tag protection icon itself indicates whether the current tag protection setting applies to all tags, to external tags only or to none at all:

– **All tags** (internal and external) are protected. This is the default setting.

– **External tags only** are protected.

– **No tags** are protected because tag protection is turned off.

The full range of tag protection settings is available in the **Protection** tab of the **Options** dialog box (**Tools** menu). This dialog box also contains protection settings for source and target text in the active document. We recommend that you do not change the default settings until you are thoroughly familiar with TagEditor and tagged text formats. For more information, refer to the online help for TagEditor.

WARNING

You should only make changes to tags in the target text, never in the source text.

Tag Verification

Tag verification compares the tag content of target material with the tag content of the original source material and identifies any changes that were made. Changes in the target material are acceptable provided that the syntax of tags remains intact and the translated document can be converted back to its original format. Tag verification helps to ensure that only acceptable changes are made.

Tag verification can be carried out at segment level or at document level.

- Segment level verification – during interactive translation, TagEditor automatically verifies the number, names and order of internal tags in each target segment that you send to the translation memory. If there are changes, a warning is returned. The settings in the **Verification** tab of the **Options** dialog box (**Tools** menu) allow you to apply different levels of strictness to segment level verification. For more information, see "Customising the Tags Toolbar" on page 4-18.

- Document level verification – TagEditor allows you to verify the tag content of whole documents, whether partially or fully translated, using the verification plug-ins that are available for each of the supported file formats. Document level verification looks at the internal and external tag content of the target material and identifies any changes that have been made. We recommend that you use document level verification wherever possible, as it is fully comprehensive and guarantees conversion of the target file back to its original format. For more information about document level verification and the plug-ins that are available in TagEditor, see "TagEditor Verification Plug-ins" on page 7-7.

Tags Toolbar

The Tags toolbar in TagEditor allows you to quickly and easily insert tags and special characters into target segments during translation. The toolbar consists of a series of buttons; each button corresponds to a different tag, tag pair or special character. The content of the toolbar is different for each file format that TagEditor supports. In the case of HTML, SGML and XML documents, the toolbar can be customised to suit your own requirements. For more information, see "Customising the Tags Toolbar" on page 4-18.

NOTE

Tags and entities can also be inserted using the **Insert Tag** and **Insert Entity** commands on the **Edit** menu.

GENERAL TRANSLATION GUIDELINES

This section describes a number of options you can set up to facilitate translation using Translator's Workbench and TagEditor as the translation environment.

User Interface Language

TagEditor supports different user interface languages. To change the language that appears in dialog boxes, menus and online help:

1 From the **View** menu, select **User Interface Language**. The **User Interface Language** dialog box is displayed.

2 Select a language on the **Language** drop-down list. Click **OK** to confirm. All dialog boxes, menus and online help now appear in the selected language.

Copy Source on No Match

Selecting this option means that when Translator's Workbench finds no match in the translation memory for the source segment, it automatically copies the source segment to the target field. Then you overwrite the source text with the translation. To activate this option, select **Translation Memory Options** from the **Options** menu in Translator's Workbench. In the **Translation Memory Options** dialog box, click the **General** tab and select **Copy source on no match**. For more information about the options that are available in this dialog box, see "Translation Memory Options" on page 2-27.

Creating Multiple Translations

If you are using a translation memory that allows multiple translations, the **Add as New Translation** command is available in TagEditor whenever Translator's Workbench identifies an exact (multiple translation) or 100% match for the currently open translation unit. This allows you to create a new translation for the current source segment which is then stored, along with the original translation unit, as a multiple translation unit in the translation memory.

In TagEditor, the **Add as New Translation** command is available on the **Workbench** menu or as a keyboard shortcut, [Ctrl]+[Alt]+[↑]. When you use this command, the message *New translation added successfully. Use "Set/Close" to continue* appears in the status bar of Translator's Workbench.

By default, Translator's Workbench applies a 1% match penalty to multiple translations. Accordingly, whenever a multiple translation is retrieved from the translation memory, the message *Exact Match, -1% Multiple Translations* appears in the status bar of Translator's Workbench.

For more information about multiple translations, see the online help for Translator's Workbench.

NOTE

You can check whether or not a translation memory supports multiple translations in the **Properties** dialog box (**File** menu) of Translator's Workbench.

WORKING WITH TAGS

This section provides information about features in TagEditor that are designed to facilitate the translation of tagged text formats. These include:

- internal and external tags during translation
- using the Tags toolbar to insert tags and special characters
- customising the Tags toolbar
- segment level tag verification.

Internal and External Tags during Translation

When you open a tagged text document in TagEditor, the text and tags typically appear as follows:

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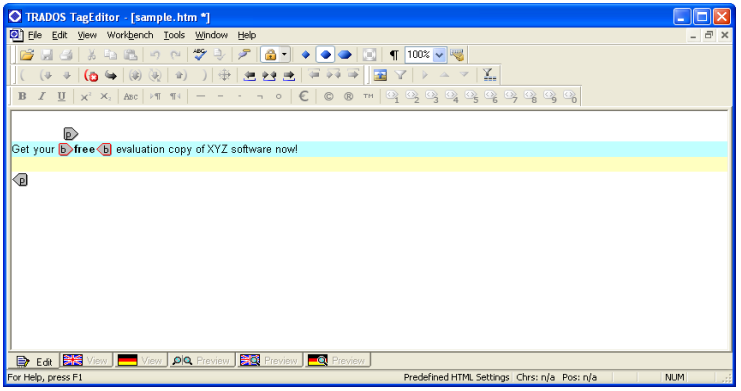
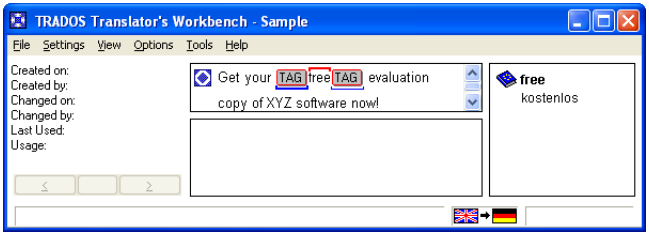
This sentence contains two external tags (and , indicating the scope of the paragraph) and two internal tags (and , indicating bold on/off). During translation, external tags are ignored. The internal tags, however, must be present in the target text as well. After the sentence for translation has been opened with **Open** , **Open/Get** or **Set/Close Next Open/Get** , a translation unit containing the following tagged text opens in the source field:


TRADOS TagEditor - [sample.htm *]
File Edit View Workbench Tools Window Help
Get your free evaluation copy of XYZ software now!
Edit View View Preview Preview Preview
For Help, press F1
Predefined HTML Settings Chrs: n/a Pos: n/a
NUM

The internal tags have been read in with the segment in the source window of Translator's Workbench. These internal tags are marked as placeables, identified by the blue bracketed line that underlines them:



Placeables are non-translatable elements such as graphics, fields, numbers or, as in the above example, tags.

To translate this example:

1 Start typing the translation of the English sentence into the target field in TagEditor, for example, *Holen Sie sich Ihre*.

2 To insert the first tag, click **Get Current Placeable** . The opening tag is inserted into the target field and the tag remains selected.

3 Press the right arrow key [→] to exit the selection.

4 Continue translating until the next tag is required and then click **Get Next Placeable** to insert the closing tag into the target field.

In cases where more internal tags are present, repeat the procedure for each tag until all tags have been copied to the target field of the currently open translation unit. You can also click **Get Previous Placeable** and **Get Next Placeable** to browse through the tags in a sentence.

5 Use **Set/Close Next Open/Get** to confirm your translation and move on to the next segment. Translator's Workbench looks for the next translatable segment (it ignores all external tags until it finds the next sentence).

Tip for Translating Documents with Many Internal Tags

If your document contains many internal tags, you may wish to use the **Copy source on no match** option. When this option is active, Translator's Workbench copies the source segment into the target field each time it cannot find a match in the translation memory (this is the same as clicking **Copy Source** interactively). You can then leave the tags in place and just overwrite the text in the target segment with the translation.

To activate the **Copy source on no match** option:

1 Select **Translation Memory Options** from the **Options** menu in Translator's Workbench.

2 In the **Translation Memory Options** dialog box, click the **General** tab.

3 Under **Switches**, select **Copy source on no match**. This is the default setting for all new projects until you change it again.

NOTE

This option is not available when working with Asian or Eastern European languages as source languages.

The **External tags only** tag protection setting is also useful for translating documents that contain many internal tags. This setting allows you to insert, delete and move internal tags in your target document as required. You can change tag protection settings using the **Tag Protection** button on the Standard toolbar in TagEditor or in the **Protection** tab of the **Options** dialog box (**Tools** menu).

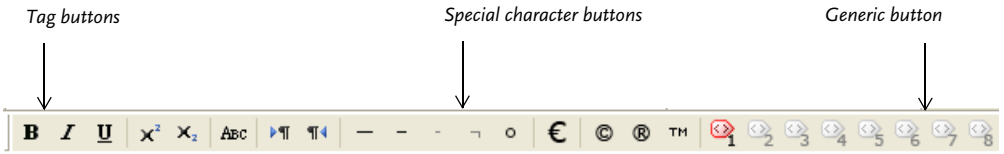
FOR MORE INFORMATION

For information on cleaning up translated files, see "Cleaning Up Translated Documents" on page 8-16.

Using the Tags Toolbar

The Tags toolbar in TagEditor allows you to insert frequently used tags and special characters into target segments during translation. The toolbar consists of a series of buttons; each button corresponds to a tag, tag pair or special character. To insert a tag or special character into a target segment during translation, simply click on the appropriate button in the toolbar or use the associated keyboard shortcut.

The following screenshot shows the different types of button that feature on the Tags toolbar. As well as the predefined tag and special character buttons, the toolbar contains a series of generic buttons to which, in the case of HTML, SGML and XML documents, you can assign further tags and entities.



The content of the toolbar is different for each file format that TagEditor supports.

- HTML – by default, the Tags toolbar for HTML documents features a predefined range of HTML tags and entities (special characters). The predefined tag and entity settings are stored in the default tag settings file for HTML documents, `HTML4.ini`. As well as using the predefined settings, you can customise the Tags toolbar for HTML documents and change the tags and entities that are assigned to each button. Customised toolbar settings are stored in the relevant tag settings file. For more information about the predefined tag and entity settings for HTML documents, see the online help for TagEditor.

- SGML and XML – there are no predefined toolbar settings for SGML and XML documents. Use the **Customise Tag Toolbar** command on the **Tools** menu to assign frequently used tags and entities to the toolbar buttons. Toolbar settings are stored in the relevant tag settings file.

- Word, PowerPoint, Excel, STF, QuarkXPress, InDesign, PageMaker and Ventura – for each of these file formats, the Tags toolbar features a predefined range of tags and special characters. The range of tags and characters is fixed; the toolbar cannot be customised. For more information about the tags and special characters that are available for each of these formats, see the online help for TagEditor.

FOR MORE INFORMATION

For more information about customising the Tags toolbar for HTML, SGML and XML documents, see "Customising the Tags Toolbar" on page 4-18.

Using the Tags Toolbar to Insert Tags and Special Characters

The following example shows you how to use the Tags toolbar to insert tags and special characters in a target segment during interactive translation. The example features a HTML document and the corresponding toolbar contents. The same procedure applies to all file formats in TagEditor, although the content of the Tags toolbar may be different.

NOTE

If you wish to insert tags in a target segment, make sure that internal tag protection is switched off in TagEditor. To turn internal tag protection off, select **External tags only** on the **Protection** tab of the **Options** dialog box (**Tools** menu).

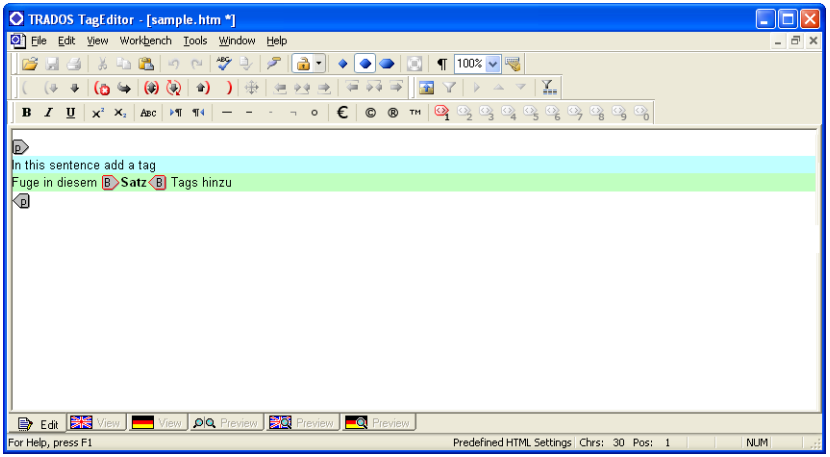
To insert tags or special characters using the Tags toolbar:

1. Open the document for translation in TagEditor.
2. Open the segment that you wish to translate using the **Open** or **Open/Get** commands.
3. Insert tags, tag pairs or special characters as follows:
   - Tag pairs – in the target segment, select the word or words around which you wish to place the tag pair and then click the appropriate button on the toolbar. TagEditor inserts the tag pair around the selected target text.
   - Stand-alone tags and special characters – in the target segment, place the cursor wherever you want the new tag or entity to be inserted and then click the appropriate button on the toolbar. TagEditor inserts the tag or entity at the cursor position.

TIP

Use the keyboard shortcuts that are associated with each button on the Tags toolbar to insert tags or entities in the target segment. The tool tip for each button displays the corresponding keyboard shortcut.

In the screenshot below, the user has clicked the first button **B** on the Tags toolbar in order to insert the B and B tag pair for bold formatting around the selected target segment text.


TRADOS TagEditor - [sample.htm *]
File Edit View Workbench Tools Window Help
100%
In this sentence add a tag
Fuge in diesem B Satz B Tags hinzu
Edit View View Preview Preview Preview
For Help, press F1
Predefined HTML Settings Chrs: 30 Pos: 1
NUM

4 Close the target segment using the **Set/Close** or **Set/Close Next Open/Get** commands.

FOR MORE INFORMATION

For more information about the tags and special characters that are available on the Tags toolbar for each file format, see the online help for TagEditor and the *File Formats Reference Guide*.

Customising the Tags Toolbar

In the case of HTML, SGML and XML documents, the tag and entity assignments for each button on the Tags toolbar can be customized to suit your requirements. Toolbar settings are stored in the relevant tag settings file.

NOTE

- Predefined toolbar settings for HTML documents are stored in the default HTML tag settings file, `HTML4.ini`. If you are using this file, you can continue to use the predefined toolbar settings or edit them as required. For more information about the predefined toolbar settings for HTML documents, see the online help for TagEditor.
- In some situations, you may need to work with a read-only tag settings file that cannot be modified. Because the tag settings file cannot be modified, you cannot customise the Tags toolbar. In this case, use the default settings on the Tags toolbar instead.

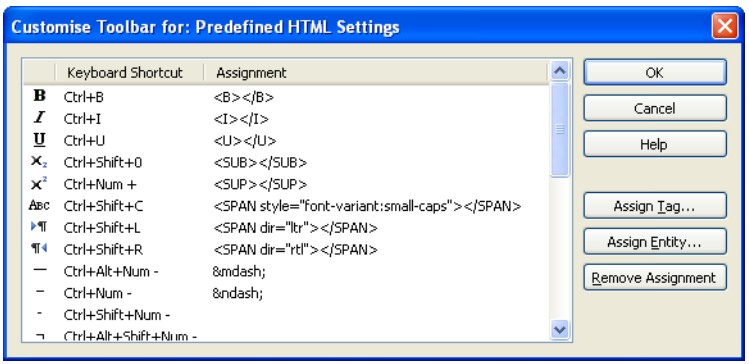
Customise Toolbar Dialog Box

Use the **Customise Toolbar** dialog box to define custom settings for the Tags toolbar. This dialog box is only available when the HTML, SGML or XML document for translation is open in TagEditor. The title bar of the dialog box always indicates the name of the tag settings file that is currently in use: this is where the customised toolbar settings are stored.

To open the **Customise Toolbar** dialog box:

- Select the **Customise Tags Toolbar** command from the **Tools** menu, *or*
- Right-click on the Tags toolbar to access the shortcut menu and select the **Customise Tags Toolbar** command.

The following screenshot shows the **Customise Toolbar** dialog box, with the predefined toolbar settings for HTML documents, as stored in the default HTML tag settings file.



Toolbar settings are displayed in three columns including the toolbar button icons on the left, keyboard shortcuts in the centre and tag or entity assignments on the right.

- Button icons – as well as the button icons for common tags and entities, there are 10 generic buttons to which further tags and entities can be assigned.
- Keyboard shortcuts – each button icon has an associated keyboard shortcut that you can use to insert the relevant tag or entity during translation. Note that keyboard shortcuts cannot be customised.
- Assignments – the **Assignment** column shows the tags or entities that are currently assigned to the buttons on the Tags toolbar. Use the **Remove Assignment** command to remove the current assignment; use the **Assign Tag/Entity** commands to assign a new tag or entity. The default HTML settings include predefined assignments for common tags and entities. You can continue to use the predefined HTML toolbar settings or edit them as required.

Assigning Tags and Entities to Buttons on the Tags Toolbar

To define tag and entity assignments for the Tags toolbar:

1 Open the document for translation in TagEditor. TagEditor opens the relevant tag settings file in the background or prompts you to specify the tag settings file you wish to use.

2 From the **Tools** menu, select **Customise Tags Toolbar**. The **Customise Toolbar** dialog box is displayed. The title bar of the dialog box specifies the current tag settings file where customised toolbar settings will be stored.

3 To assign a new tag to a particular toolbar button, select the relevant button icon and click **Assign Tag**. Depending on whether the selected button already has a tag assignment, the **Select Tag** or **Edit Tag** dialog box is displayed. Select the new tag that you wish to assign from the **Name** drop-down list. By default, the list includes internal tags only; to display both internal and external tags, select **Also show external tags**. Click **OK** to confirm and to return to the **Customise Toolbar** dialog box. The new tag is now listed in the **Assignment** column for the selected button.

FOR MORE INFORMATION

You can also use the **Select Tag** and **Edit Tag** dialog boxes to edit tag attributes. For more information, see the online help for TagEditor.

4 To assign a new entity to a particular toolbar button, select the relevant button icon and click **Assign Entity**. Depending on whether the selected button already has an entity assignment, the **Select Entity** or **Edit Entity** dialog box is displayed. Select the entity that you wish to assign from the **Entities** drop-down list. Click **OK** to confirm and to return to the **Customise Toolbar** dialog box. The new entity is now listed in the **Assignment** column for the selected button.

5 To delete the current assignment for a particular toolbar button, select the relevant button icon and click **Remove Assignment**.

6 Repeat steps 3 to 5 until you are finished customising the toolbar. Click **OK** to close the **Customise Toolbar** dialog box and to return to the main TagEditor program window.

Use the toolbar buttons or their associated keyboard shortcuts to insert the tags and entities that you specified in the **Customise Toolbar** dialog box in the document for translation. For more information, see "Using the Tags Toolbar" on page 4-16.

Segment Level Tag Verification

TagEditor can check whether internal tags have been correctly transferred to the target segment each time you confirm a translation using the **Set/Close Next Open/Get** or **Set/Close** commands. This is known as segment level tag verification.

Segment level verification runs automatically in the background during interactive translation. TagEditor returns a message if tag changes in the target segment are detected. You can apply different levels of strictness to segment level verification using the settings that are available on the **Verification** tab of the **Options** dialog box (**Tools** menu). The levels of strictness are as follows:

- **None** – TagEditor does not check tags at all. This is the default setting.
- **Minimal** – TagEditor only compares the names of the tags in the current target segment with those in the source.
- **Medium** – TagEditor compares the names and number of tags in the current target segment with those in the source.
- **Strict** – TagEditor compares the names, number and order of tags in the current target segment with those in the source.

To minimise the possibility of tag errors when you first start translating tagged text formats, we recommend that you select **Strict** as the setting for segment level verification. As you become more accustomed to working with tagged text formats, you can reduce the level of tag verification.

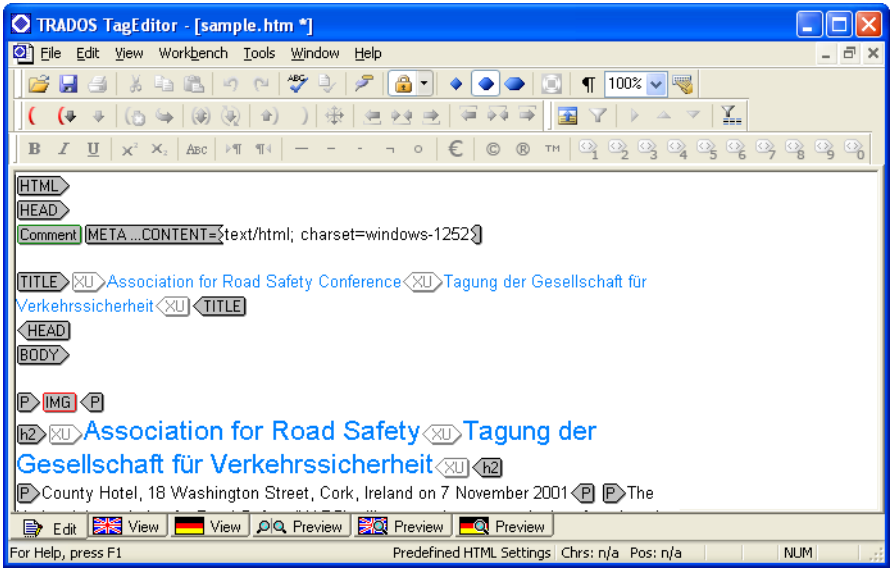
FOR MORE INFORMATION

Use the TagEditor plug-ins to carry out document level tag verification. For more information, see “TagEditor Verification Plug-ins” on page 7-7.

WORKING WITH PERFECTMATCH UNITS

PerfectMatch units (XUs) are created when PerfectMatch is applied to a file or group of files in SDL Trados Synergy. PerfectMatch compares a new source file with a corresponding old translated bilingual file (in TTX) and transfers the relevant bilingual data from the old file to the new file. Because applying PerfectMatch includes a check for context, XUs represent those parts of your document that typically need no further translation or editing.

TagEditor provides full support for XUs. In TagEditor, XUs are identified by the XU markers and colour formatting. The example below shows a sample HTML file which has had PerfectMatch applied. The XUs appear in blue:


TRADOS TagEditor - [sample.htm *]
File Edit View Workbench Tools Window Help
100%
HTML
HEAD
Comment META ...CONTENT=text/html; charset=windows-1252
TITLE XU Association for Road Safety Conference XU Tagung der Gesellschaft für Verkehrssicherheit XU TITLE
HEAD
BODY
P IMG P
h2 XU Association for Road Safety XU Tagung der Gesellschaft für Verkehrssicherheit XU h2
P County Hotel, 18 Washington Street, Cork, Ireland on 7 November 2001 P P The
Edit View View Preview Preview Preview
For Help, press F1
Predefined HTML Settings
Chrs: n/a Pos: n/a
NUM

You can work on files that have had PerfectMatch applied just as you work on any other files in TagEditor. The nature of XUs, however, means that there are some differences. These are outlined in the following section.

XU Properties

XU segment matches are taken from previously reviewed bilingual files. Because the XU segment matches have already been reviewed, they typically require no further editing. For this reason, XUs acquire certain formatting and protection properties in TagEditor by default.

XU Protection

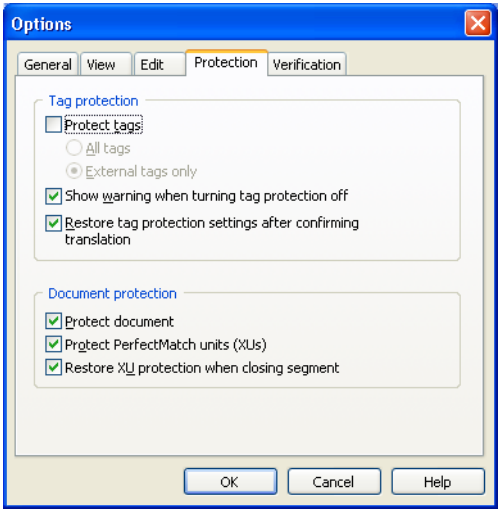
PerfectMatch units (XUs) are protected by default. As long as the default protection settings apply, XUs are ignored by the **Open/Get** command during interactive translation and by any spell checking operations. Copy, paste, search and replace operations are also not possible on protected XUs.

NOTE

Files which have PerfectMatch applied may also contain conventional translation units. When PerfectMatch is applied, conventional translation units are created when the old bilingual files are marked as unreviewed and PerfectMatch units are created when the old bilingual files are marked as reviewed. Conventional translation units are formatted as normal and are not subject to extra protection. In SDL Trados Synergy you can mark an old bilingual file as unreviewed or reviewed during project creation.

XUs during Translation

In order to make XUs available for editing during interactive translation in TagEditor, you can turn off XU protection permanently or on a segment by segment basis in order to make them available for editing. Do this on the **Protection** tab of the **Options** dialog box:



By default, the **Protect PerfectMatch units (XUs)** and **Restore XU protection when closing segment** check boxes are selected.

- Clear the **Protect PerfectMatch units (XUs)** check box if you do not want the XUs in the current document to be protected. This means that you can edit all XUs during interactive translation.
- Clear the **Restore XU protection when closing segment** check box if you do not want the XU protection to be restored after you have edited and confirmed an XU.

FOR MORE INFORMATION

For more information on protection settings in TagEditor, see the TagEditor online help.

Once an XU has been edited, it becomes a normal translation unit with and tag markers. However, if colour formatting has been applied to the XU text, it is retained, making it easy to see which XUs have been turned into normal TUs. In the translation memory, XUs are always stored as normal TUs.

XUs after Translation

When you select the **Save Target As** command in TagEditor, XUs lose any PerfectMatch properties. The same applies when you clean up translated files using the clean up feature in Translator's Workbench.

FINDING AND REPLACING TEXT IN TAGEDITOR

Use the Find and Replace feature in TagEditor to search for and replace text in your document. You can select from the following search settings:

- **Search target only** – For more information, see "Search Target Text" on page 1-25.
- **Use wildcards** –For more information, see "Search using Wildcards" on page 1-27.
- **Search tag content** – For more information, see "Search Tag Content" on page 1-28.

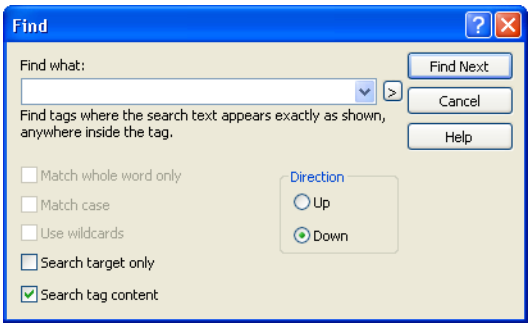
NOTE

TagEditor saves the last 20 find and replace strings during an active session.

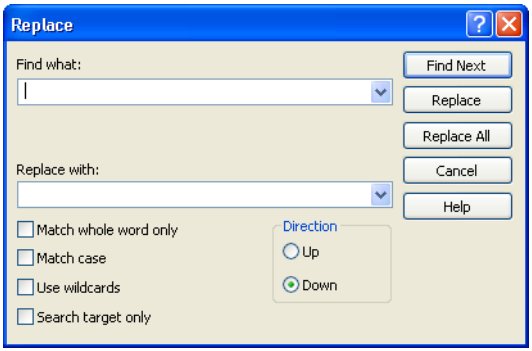
Search Target Text

To search the translated target text:

1 Select **Edit** > **Find** from the menu bar if you only want to find text in the document. The **Find** dialog box is displayed.



- Select **Edit** > **Replace** from the menu bar if you want to find and replace text in the document. The **Replace** dialog box is displayed.



2 Select **Search target only**.

3 Enter the search text in the **Find what** box.

- To search for the whole word only, select **Match whole word only**.
- To distinguish between uppercase and lowercase, select **Match case**.
- To search using wildcards, select **Use wildcards**. For more information, see “Search using Wildcards” on page 1-27.

4 If applicable, enter the replacement text in the **Replace with** box.

5 Under **Direction**, select **UP** or **Down** to specify whether to search above or below your current position in the document.

6 Click **Find Next** to find your search text.

7 If applicable, click the **Replace** and **Replace All** buttons to replace your search text.

8 Click **Cancel** to close the dialog box.

Search using Wildcards

To search for text using wildcard characters:

1 Select **Edit** > **Find** from the menu bar if you only want to find text in the document. The **Find** dialog box is displayed.

- Select **Edit** > **Replace** from the menu bar if you want to find and replace text in the document. The **Replace** dialog box is displayed.

2 Select **Use wildcards**.

3 Enter the wildcard search text in the **Find what** box.

Use a question mark ? wildcard to match a single character and an asterisk * wildcard to match zero or more characters.

For example, searching for *"tea * coffee"* would match:

"tea and coffee"

"tea or coffee"

"tea, coffee"

To search for literal asterisks and question marks when performing a wildcard search, you must enter a backslash in front of the character. For example, to search for a question mark enter "\?".

4 You can also choose to apply the following options to your search:

- To distinguish between uppercase and lowercase, select **Match case**.
- To search only the tag content in the translated target text, select **Search target only.**

NOTE

The **Match whole word only** and **Search tag content** options are disabled when **Use wildcard** is selected.

5 If applicable, enter the replacement text in the **Replace with** box.

6 Under **Direction**, select **UP** or **Down** to specify whether to search above or below your current position in the document.

7 Click **Find Next** to find your search text.

8 If applicable, click the **Replace** and **Replace All** buttons to replace your search text.

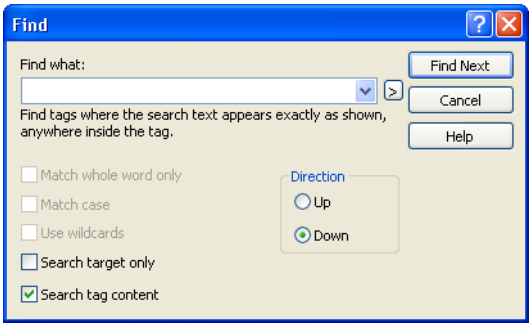
9 Click **Cancel** to close the dialog box.

Search Tag Content

You can search the tag content in your document. This type of search ignores the text completely and is only available in the **Find** dialog box.

To search the tag content:

1 Select **Edit** > **Find** from the menu bar if you only want to find text in the document. The **Find** dialog box is displayed.



2 Select **Search tag content**.

3 Enter the search text in the **Find what** box.

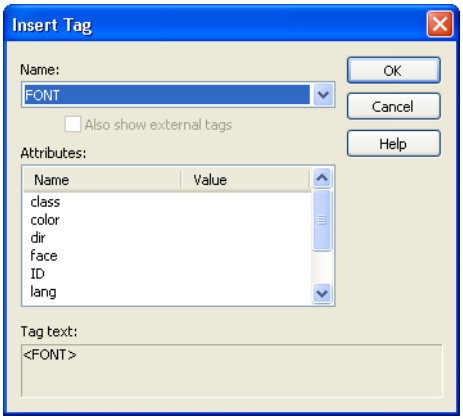
TagEditor searches for the exact search string that you enter including the spacing between the characters that you enter in the search string. You do not need to enter a complete tag in the **Find what** box. For example, if you search for "href=" the search results will include any tag that contains the substring "href=", such as <ahref="http://www.translationzone.com">.

4 To search only the tag content in the translated target text, select **Search target only.**

NOTE

The **Match whole word only**, **Match case** and **Use wildcards** options are disabled when **Search tag content** is selected.

5 Click > to launch the **Insert Tag** dialog box where you can select common tags for the active document type.



6 Select the tag name and click **OK** to return to the **Find** dialog box.

7 Under **Direction**, select **UP** or **Down** to specify whether to search above or below your current position in the document.

8 Click **Find Next** to find your search text.

9 Edit the tags from your search results as needed. For more information, see "Working with Tags" on page 4-13.

REVIEWING DOCUMENTS IN TAGEDITOR

Previewing Word, PowerPoint and Excel Documents

You can preview Word, PowerPoint and Excel documents at any time during translation to check how the document looks in its native environment.

- Previewing Word documents – TagEditor converts the document back to its original format, creates a temporary file, and displays this file externally in Word. If Word is already open on your system, TagEditor uses this instance for preview purposes; if Word is not already open, TagEditor launches it.
- Previewing PowerPoint documents – TagEditor converts the active slide (as determined by the current location of the cursor) back to its original format, creates a temporary file, and displays this file externally in PowerPoint. If PowerPoint is already open on your system, TagEditor uses this instance for preview purposes; if PowerPoint is not already open, TagEditor launches it.
- Previewing Excel documents – TagEditor converts the active worksheet (as determined by the current location of the cursor) back to its original format, creates a temporary file, and displays this file externally in Excel. If Excel is already open on your system, TagEditor uses this instance for the preview purposes; if Excel is not already open, TagEditor launches it.

To preview a Word, PowerPoint or Excel document during translation with TagEditor:

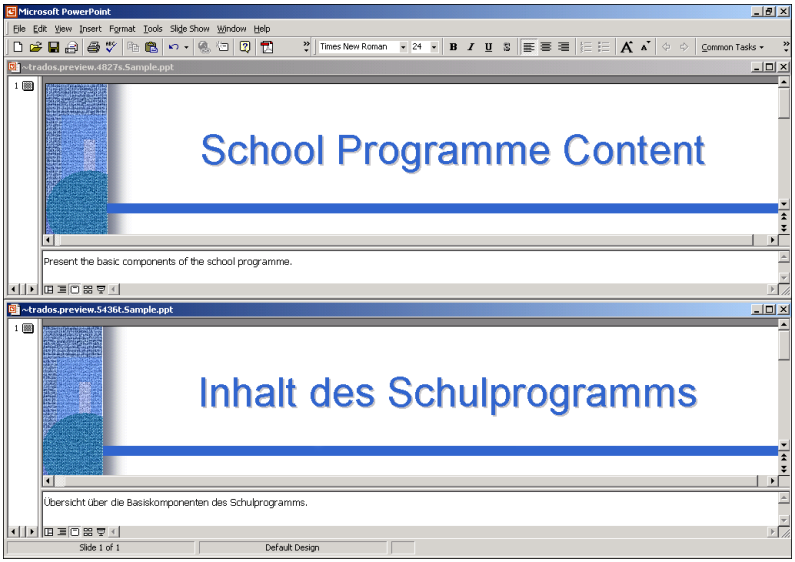
1. Make sure that the last translation unit you opened is closed. If a translation unit is open, the **Preview** tabs in TagEditor are not available.
2. Place your cursor in an appropriate location within the document for translation. TagEditor locates the cursor and converts only the relevant slide or worksheet for preview purposes.

NOTE

If TagEditor fails to determine the location of the cursor, the whole document is converted for preview purposes. Depending on the size and content of the document, this may take some time. For this reason, we recommend the following method if you wish to preview the target language version of the entire document: create a temporary target language version of the document using the **Save Target As** command in TagEditor, then open the resulting file in PowerPoint or Excel.

3. Click one of the **Preview** tabs at the bottom of the main TagEditor window to select one of the following options:
   - **Source Preview** – previews the source language version of the current slide or worksheet.
   - **Target Preview** – previews the target language version of the current slide or worksheet.

- **Bilingual Preview** – previews the source and target language versions of the current slide or worksheet within the same screen. For example, in the case of PowerPoint documents, when you select the **Bilingual Preview** tab, a split screen appears with separate windows for the source and target version of the current slide, as follows:



You can scroll through the source and target texts separately and quickly spot any major differences between them. You can also print the document preview by clicking in the source or target pane and selecting **Print** on the **File** menu. Alternatively, right-click in the pane you want to print and select **Print** from the shortcut menu that appears.

NOTE

- The source and target language **Preview** tabs use the corresponding language flag icons from the current translation memory in Translator's Workbench. If there is no translation memory open, UN flags are displayed instead of the language flags.

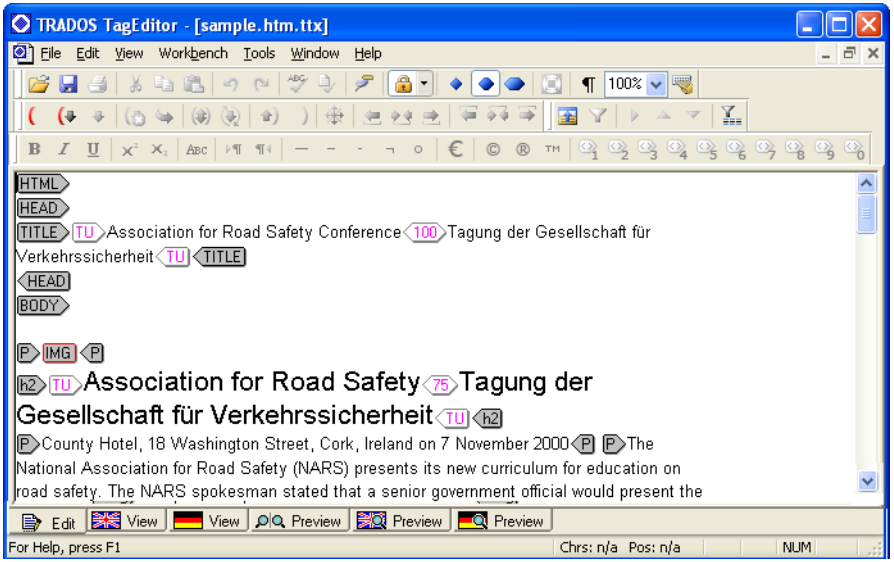
Offline Reviewing

You can use TagEditor to edit and review translation projects without connecting to Translator's Workbench. This is known as offline reviewing. Offline reviewing is best suited to either partially or fully translated TradosTag (TTX) documents. To carry out offline reviewing in TagEditor, you need a valid license for SDL Trados 2007.

NOTE

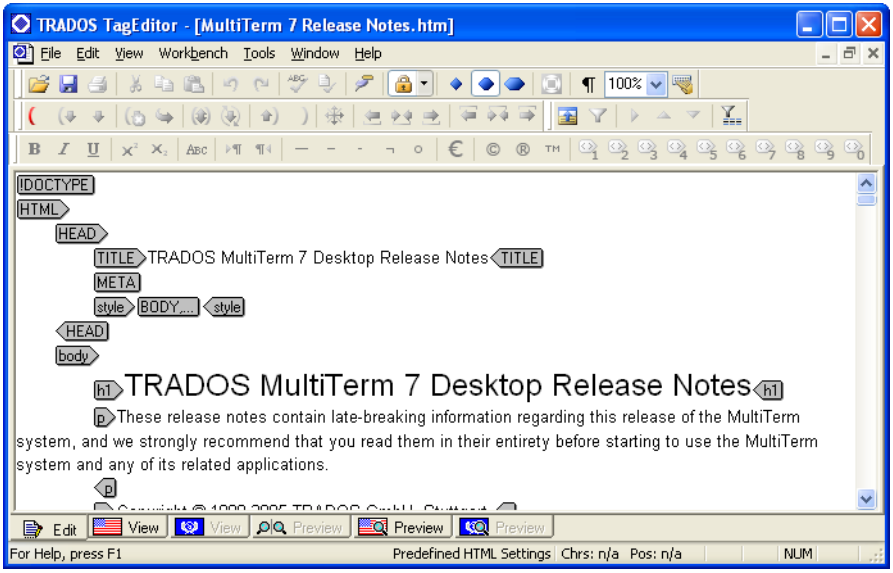
You can also use the TradosTag Viewer plug-in to review translation projects. The TradosTag Viewer allows you to preview and print TradosTag (TTX) documents from within Internet Explorer. You can review documents that have been partially or fully translated, with optional colour settings to indicate translation memory match values. All documents are displayed with the correct formatting so that no tags appear. For more information, see Chapter 9.

Launch TagEditor from the **Start** menu on your computer and open the document that you want to review. The following screenshot shows a partially translated document that contains both source and target language data:


TRADOS TagEditor - [sample.htm.ttx]
File Edit View Workbench Tools Window Help
100%
HTML
HEAD
TITLE TU Association for Road Safety Conference 100 Tagung der Gesellschaft für Verkehrssicherheit TU TITLE
HEAD
BODY
P IMG P
h2 TU Association for Road Safety 75 Tagung der Gesellschaft für Verkehrssicherheit TU h2
P County Hotel, 18 Washington Street, Cork, Ireland on 7 November 2000 P P The National Association for Road Safety (NARS) presents its new curriculum for education on road safety. The NARS spokesman stated that a senior government official would present the
Edit View View Preview Preview Preview
For Help, press F1
Chrs: n/a Pos: n/a
NUM

All view and preview mode tabs at the bottom of the main window are available for partially or fully translated documents.

When you open a non-TradosTag or untranslated document, TagEditor assigns a UN flag to the target language tabs at the bottom of the main window. This is because the document contains no target language data. The following screenshot shows an untranslated HTML document:


TRADOS TagEditor - [MultiTerm 7 Release Notes.htm]
File Edit View Workbench Tools Window Help
100%
IDOCTYPE
HTML
HEAD
TITLE TRADOS MultiTerm 7 Desktop Release Notes TITLE
META
style BODY,... style
HEAD
body
h1 TRADOS MultiTerm 7 Desktop Release Notes h1
p These release notes contain late-breaking information regarding this release of the MultiTerm system, and we strongly recommend that you read them in their entirety before starting to use the MultiTerm system and any of its related applications.
p
Edit View View Preview Preview Preview
For Help, press F1
Predefined HTML Settings Chrs: n/a Pos: n/a
NUM

The target view, dual view and target preview tabs are not available for untranslated documents. Reviewing is best suited to partly or fully translated TradosTag documents.

TIP

You can use the **Tag Text** command on the **View** menu to reduce/delete visible tags to make editing text easier.

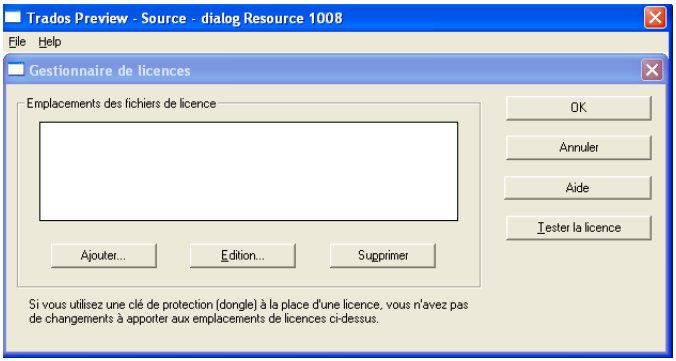
Previewing Windows Programming Files in TagEditor

You can quickly view how your translated RC, EXE or DLL file is going to look after translation. This is useful for checking string lengths are appropriate in the translated dialog box.

1 Make sure that the last translation unit you opened is closed. If a translation unit is open, the **Preview** tabs in TagEditor are not available.

2 Place your cursor in an appropriate location within a valid menu or dialog box. TagEditor locates the cursor and converts only the relevant menu or dialog box for preview purposes.

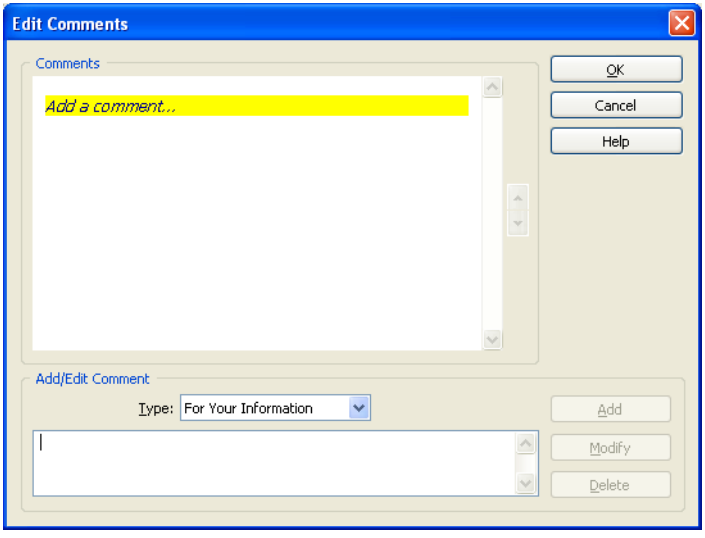
3 The Trados Preview window appears and displays the relevant menu or dialog box.


Trados Preview - Source - dialog Resource 1008
File Help
Gestionnaire de licences
Emplacements des fichiers de licence
OK
Annuler
Aide
Tester la licence
Ajouter...
Edition...
Supprimer
Si vous utilisez une clé de protection (dongle) à la place d'une licence, vous n'avez pas de changements à apporter aux emplacements de licences ci-dessus.

USING COMMENTS IN TAGEDITOR

The commenting feature in TagEditor allows you to add, edit, view and delete comments in TradosTag TTX documents and SDLX (ITD) documents. Comments are a good way to share information about the document with other users or pass instructions to reviewers or translators. You can add document level 'global' comments and you can add TU level comments. You can add multiple comments for the same document or TU and, if you wish, you can assign an 'importance' level to each comment.

The **Comments** option on the **Edit** menu is used to manage TU level comments. For document level comments you must select **Document Comments** from the **File** menu. The same dialog box, **Edit Comments** is displayed for both options. This dialog box is used to add, view, edit or delete comments.

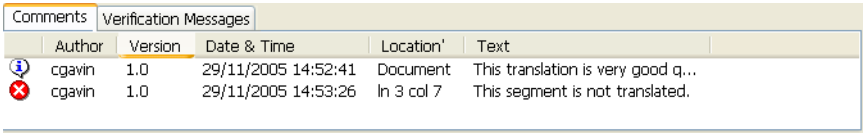


View Comments

When a comment has been added to a TU, the comment symbol appears in the TU tags.

To read the comment, click a tag to display the **Edit Comments** dialog box.

All of the comments relating to a document are listed in the **Comments** tab of the message pane. When you open a document that contains comments the message pane is automatically displayed. You can work with comments in the message pane in the same way that you work with verification messages.



Document level comments appear at the top of the list. For these comments the word Document appears in the **Location** column of the tab. TU comments appear below the document level comments; they are displayed in TU order and the TU location appears in the **Location** column. If more than one comment has been added for a TU, each one appears as a separate entry in the list.

Comments may have one of these symbols attached to them:

Icon	Explanation
	This symbol indicates that there is an error in the translation.
	This symbol draws your attention to a possible problem with the translation.
	This symbol is used when the comment contains information that will be of interest to you.

The translation in the TU is highlighted and to go to the TU that 'owns' a comment, you can either, double-click the comment or place the cursor in the comment, click the right mouse button and select **Go To Location**. The translation in the TU is highlighted and the cursor is placed at the end of the TU. If you want to display the **Edit Comments** dialog box for the TU, click the right mouse button and select the **Comments** option, or click the TU button.

About the Comments File

Comments are stored in a separate file to the translation document. The comments file takes the name of the TTX file and is given the extension: .comments. For example, the comments file for the document, MyDoc.htm.ttx would be named, MyDoc.htm.ttx.comments.

NOTE

There is no separate comments file for SDLX documents (ITD files), the comments are stored in the document itself.

The comments file can be viewed as XML in Windows Explorer but it cannot be opened as a translatable document in TagEditor.

Share Comments with Other Users

When you send a TTX file to another user you must remember to send the comments file too, otherwise the receiver will not be able to read the comments.

Add Comments

The author name that appears on comments created by you comes from the **Author Name** box on the **Edit** tab of the **Options** dialog box. You can change this if you wish. To display this dialog box select **Tools>Options.**

Add a document level comment

1. Select **File>Document Comments** from the menu bar. The **Edit Comments** dialog box is displayed.
2. Enter the comment text in the **Add/Edit Comment** dialog box.
3. If you want to assign a special level of importance to a comment, select it from the drop-down menu in the **Type** box.
4. Click **OK** to save the comment and close the dialog box.

Add a comment to a TU

1 Place the cursor in the TU and either click the right mouse button and select **Comments** from the shortcut menu, or click the Comments button on the Messages toolbar. The **Edit Comments** dialog box is displayed.

2 Enter the comment text in the **Add/Edit Comment** dialog box.

3 If you want to assign a special level of importance to a comment, select it from the drop-down menu in the **Type** box.

4 Click OK to save the comment and close the dialog box.

Add a comment that quotes from an earlier comment

1 Place the cursor in the TU and either click the right mouse button and select Comments from the shortcut menu, or click the Comments button on the Messages toolbar. The **Edit Comments** dialog box is displayed.

2 Select the comment you want to quote from. The selected comment text appears in the edit box.

3 Edit the text to create the new comment and click Add.

4 Click **OK** to save the new comment.

NOTE

- If you want to add the comment to the list in the Comments box without closing the dialog box, click the Add button instead of clicking OK. However, the comment will not be saved until you click OK to close the dialog box.
- You can also open the **Edit Comments** dialog box by clicking a TU tag that contains the comment symbol or by placing the cursor inside the TU and selecting Edit, Comments from the menu bar.

Edit or Delete Comments

Display the **Edit Comments** dialog box that contains the comment:

1 For a TU, select a TU tag or, place the cursor inside the TU, click the right mouse button and select Comments from the shortcut menu.

2 For a document comment, select the comment in the message pane, click the right mouse button and select **Comments** from the shortcut menu.

3 Select the comment to be edited from the list of comments in the **Comments** box. The comment text appears in the edit box.

4 Make the required changes to the text in the edit box.

5 Click the **Modify** button when you have finished.

6 Click **OK** to close the dialog box.

How to delete all comments for a single TU

1 Place the cursor in the TU (the TU must be closed).

2 Click the Delete Comments button on the Messages toolbar. A confirmation dialog box is displayed.

3 Click **OK**.

How to delete a comment - from the Message Pane

1 Select the comment from the list in the message pane.

2 Click the Delete Comments button on the Messages toolbar. A confirmation dialog box is displayed.

3 Click **OK**.

How to delete a comment - from the Edit Comments dialog box

If the **Edit Comments** dialog box is not currently open, open it now:

1 For a TU, select a TU tag or, place the cursor inside the TU, click the right mouse button and select **Comments** from the shortcut menu

2 For a document level comment, select the comment in the message pane, click the right mouse button and select **Comments** from the shortcut menu.

3 Select the comment to be deleted from the list of comments in the **Comments** box.

4 Click the **Delete** button. A confirmation dialog box is displayed.

5 Click **OK**.

NOTE

- If you would prefer the message pane not to be displayed automatically when you open a document containing comments, select **Tools**> **Options**> **Edit** from the menu bar and clear the **Show comments pane automatically** box.
- If you want to change the author name that is automatically assigned to comments you create, select **Tools**> **Options**> **Edit** from the menu bar and edit the value in the **Author Name** box.
- Using the **Restore Source** command deletes all comments added for a TU.
- You can use the **Document Comments** command to display the **Edit** dialog box where you can add a document level comment. Document level comments are displayed in the Message Pane.

QUICK REFERENCE

This section provides a summary of the commands that are available on the Workbench toolbar and the **Workbench** menu in TagEditor. see "Translator's Workbench Toolbar" on page 3-18. for information on the icons for Translator's Workbench. This section specifically covers the icons for TagEditor.

Translator's Workbench Toolbar

The Workbench toolbar in TagEditor acts as an interface between Translator's Workbench and TagEditor. The table below lists the additional button commands that are available on this toolbar for TagEditor, and briefly explains their purpose.

Button/Icon and Shortcut	Explanation
Check Spelling	Starts the spelling checker from the cursor position in the active document.
Verify Tags	Verifies the tag content of the active document using the active verification plug-in and the current plug-in settings.
Plug-in Settings	Displays the **Plug-ins** dialog box where you can activate plug-ins and define plug-in settings.
Tag Protection button and drop-down list	Adjusts the tag protection settings.

Button/Icon and Shortcut	Explanation
Tag Text	Displays tag text fully, partially or not at all, depending on which button you click. You can also select this command from the **View** menu.
Connect to Workbench	Launches Translator's Workbench if it is not already running. You can also select this command from the **Tools** menu.
Show/Hide Whitespace	Toggles the whitespace characters on and off. TagEditor shows spaces as middle dots and non-breaking spaces as small circles. You can also select this command from the **View** menu.
AutoText	Use the AutoText feature in TagEditor to store text you want to use frequently, items like product names or copyright information.

TIP

TagEditor also includes a Messages toolbar that you can use in conjunction with the message pane to locate tag changes in files that have been verified. For more information about the Messages toolbar, see the TagEditor Help.

Workbench Menu

The Workbench menu in TagEditor includes all commands that are available on the Workbench toolbar, as well as some additional items. Additional menu items are listed below, along with a brief explanation of their purpose.

Additional Commands on the Workbench Menu	
Open Next no 100% Get [Alt]+[Ctrl]+[Home]	Ignores all identical matches and opens the first less than 100% match. This is useful in texts that have already been partly translated using the **Translate** command in Translator's Workbench (**Tools** menu).
Set/Close Next no 100% Open/Get [Alt]+ [NUM]+	Closes the currently open translation unit, saves it to the translation memory and ignores all identical matches until it finds the next less than 100% match. This is useful in texts that have already been partly translated using **Translate** on Translator's Workbench's **Tools** menu.
Expand Segment [Alt]+[Ctrl][+[Page Down]	Extends the current source segment by one sentence and searches the translation memory for a potential match.
Shrink Segment [Alt]+[Ctrl]+[Page Up]	Reduces the current source segment by one sentence and searches the translation memory for a potential match.
Add as New Translation [Alt]+[Ctrl]+[↑]	Adds an additional translation unit with different target text to a translation memory that has multiple translations enabled.
[Alt]+[Page Up] [Alt]+[Page Down]	Where there are multiple matches in the translation memory for a source segment, use [Alt]+[Page Up] and [Alt]+[Page Down] to scroll through the matches.

MANAGING TRANSLATION MEMORY DATA

This chapter explains the following aspects of translation memory management:

- Editing and deleting individual translation units
- Translation memory maintenance
- Importing translation memory data
- Exporting translation memory data
- Using the export feature to back up your translation memory
- Using the export and import features to invert the translation memory

Chapter

5

OVERVIEW

This chapter provides information on the features in Translator's Workbench that allow you to manage the data in your translation memories. It shows you how to edit and delete individual translation units during interactive translation, maintenance and concordance procedures. It shows you how to edit and delete batches of translation units using the **Maintenance** command. It explains how to import and export translation memory data using the **Import** and **Export** commands.

Audience

In general, the information in this chapter is relevant to the users of both file- and server-based translation memories. However, access to certain features may be subject to restriction. In the case of file-based translation memories, the **Import** and **Export** commands are only available if you open the memory in exclusive access mode. The **Maintenance** command is available if you open the memory in exclusive or read-write access mode. In the case of server-based translation memories, the **Maintenance** command is only available if you access the memory with Power User or TM Administrator rights; the **Import** and **Export** commands are only available if you access the memory with TM Administrator rights.

The option to edit and delete individual translation units during interactive translation or concordance procedures is available to all users who have read-write access to the translation memory, including users with Translator rights.

FOR MORE INFORMATION

❒ For more information, see "Translation Memory Security" on page 11-3.

MODIFYING TRANSLATION MEMORY DATA

A translation memory increases in size as you add translation units to it. The more people sharing a translation memory over a network, the larger the translation memory becomes. Because of this, it is essential to be able to modify the contents of your translation memory from within the translation memory itself. The maintenance features in Translator's Workbench allow you to access the contents of your translation memory at different levels:

- A spot-editing feature allows you to edit and delete individual translation units. You can access this feature from the maintenance, concordance and translation memory windows in Translator's Workbench.
- The **Maintenance** command provides access to the **Translation Memory Maintenance** dialog box where you can edit and delete the contents of your translation memory at translation unit and global level.

These features are outlined in detail in the following sections.

EDITING AND DELETING TRANSLATION UNITS

This section explains how to use the spot-editing feature that is available in the concordance, maintenance and translation memory windows. The spot-editing feature allows you to:

- edit individual translation units
- delete translation units individually or in small numbers.

In order to use the spot-editing feature in any of these areas, you must have read-write access to the translation memory.

Editing Individual Translation Units

Use the spot-editing feature to access the **Edit Translation Unit** dialog box, where you can change individual translation units in the translation memory. The following example shows you how to edit translation units in the concordance window in Translator's Workbench. Use the same method to edit translation units in the maintenance and translation memory windows.

To edit individual translation units from the concordance window:

1. Launch Translator's Workbench and open the translation memory you wish to edit.
2. Perform a concordance search to identify the translation units you wish to edit by selecting **Concordance** on the **Tools** menu. In the search field of the **Concordance** dialog box, enter one of the words in the source segment for editing and click **Search**. The concordance window then displays all translation units that match your search criterion.
3. Locate the translation unit you wish to edit and right-click on one of the flags to display the spot-editing shortcut menu:

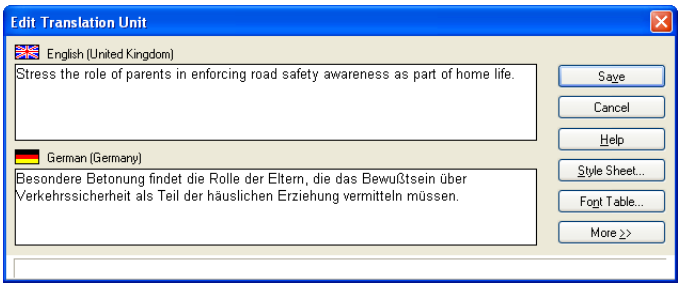
Concordance - Sample (10 hits)
Search
<< Previous
Next >>
Clear
Options...
Close
road safety
Help
Speakers include the Minister for Education and many road safety experts.
Vorträge unter anderem vom Bildungsminister und zahlreichen Experten im Bereich der Verkehrssicherheit.
Created on: 1/18/2000, 6:49 Created by: CAROL-ANN Changed on: 1/18/2000, 6:55 Changed by: CAROL-ANN Last Used: Usage: 0
enforcing road safety awareness as part of home life.
die Rolle der Eltern, die das Bewußtsein über
Edit Translation Unit...
Delete Translation Unit(s)
Ready.

Spot-editing shortcut menu

TIP

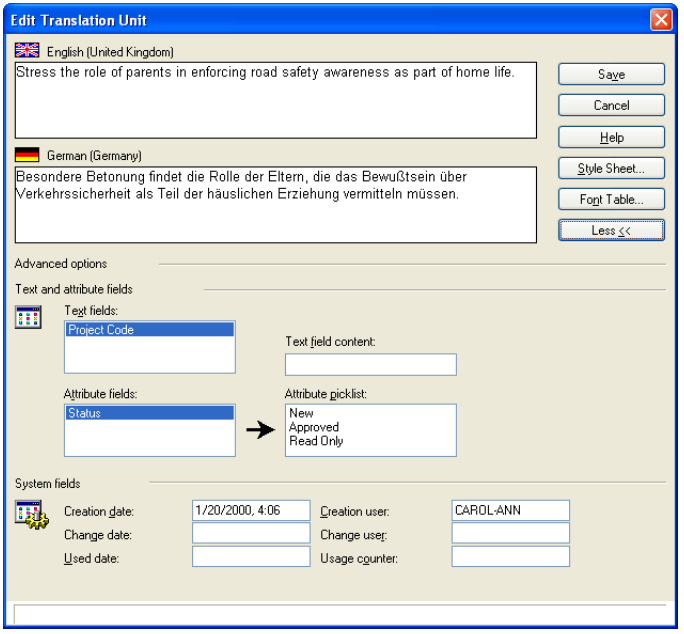
Use the same method to access the spot-editing shortcut menu in the translation memory and maintenance windows.

4 To modify the translation unit, select **Edit Translation Unit**. This opens the **Edit Translation Unit** dialog box, where the source and target text of the translation unit is displayed.


Edit Translation Unit
English (United Kingdom)
Stress the role of parents in enforcing road safety awareness as part of home life.
German (Germany)
Besondere Betonung findet die Rolle der Eltern, die das Bewußtsein über Verkehrssicherheit als Teil der häuslichen Erziehung vermitteln müssen.
Save
Cancel
Help
Style Sheet...
Font Table...
More >>

5 Modify the text of your source and/or target segments as required. Click **Style Sheet** and **Font Table** to decode any character style or font references that feature in your text.

6 Click **More >>** to display the advanced editing options, where you can modify the content of text, attribute or system fields.



NOTE

Permission to modify the content of system fields is subject to restriction. In the case of file-based translation memories, this permission is available when you open the memory in exclusive access mode. In the case of server-based translation memories, this permission is available when you access the memory with Power User or TM Administrator rights. For more information about access rights, see "Translation Memory Security" on page 11-3.

7 To modify the content of translation unit text fields:

- Under **Text and attribute fields**, select the text field whose content you wish to modify. Existing content is displayed in the **Text field content** box.
- Change or supplement the content of the text field as required.

8 To modify the content of translation unit attribute fields:

- Under **Text and attribute fields**, select the attribute field whose content you wish to modify. The corresponding picklist is displayed in the **Attribute picklist** and the active values are highlighted.
- Change the active value(s) and select the new value(s) as required.

9 To modify the content of translation unit system fields:

- Under **System fields**, identify the field whose content you wish to change and enter the new content in the corresponding text box. System fields that were not included in your translation memory setup are not available for modification.

10 When you are satisfied with the changes you have made, click **Save** to close the **Edit Translation Unit** dialog box. The translation memory is updated and the translation unit changes are now visible in the concordance window.

11 Repeat as required for all translation units you wish to edit.

FOR MORE INFORMATION

For more information about editing batches of translation units, see "Translation Memory Maintenance" on page 5-9.

Deleting Translation Units Individually or in Small Numbers

Use the spot-editing feature to access the **Delete Translation Unit(s)** command, which allows you to delete translation units from the translation memory. This command is primarily intended for the deletion of individual translation units. However, in the maintenance and concordance windows, you can also use it to delete other translation units that feature above and below the selected translation unit in the list.

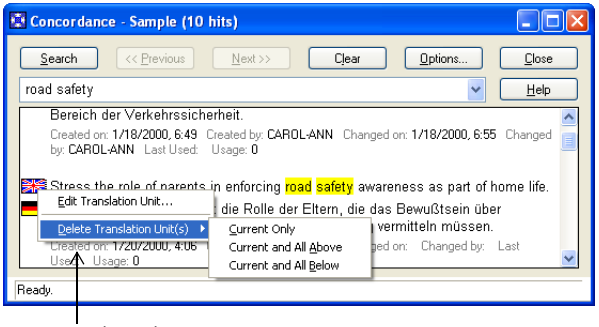
The following example shows you how to delete translation units in the concordance window in Translator's Workbench. Use the same method to delete translation units in the maintenance and translation memory windows.

To delete translation units in the concordance window:

1 Launch Translator's Workbench and open the relevant translation memory.

2 Perform a concordance search to identify the translation unit(s) you wish to delete by selecting **Concordance** on the **Tools** menu. In the search field of the **Concordance** dialog box, enter one of the words in the source segment for deletion and click **Search**. The concordance window then displays all translation units that match your search criterion.

3 Locate the translation unit you wish to delete and right-click on one of the flags to display the spot-editing shortcut menu:



Spot-editing shortcut menu

TIP

Use the same method to access the spot-editing shortcut menu in the translation memory and maintenance windows.

4 To remove the current translation unit from translation memory, select **Delete Translation Unit(s) > Current only**.

The following options are also available when working in the maintenance or concordance windows:

- To delete the selected translation unit and all above it in the list, select **Delete Translation Unit(s) > Current and all above**.
- To delete the selected translation unit and all below it in the list, select **Delete Translation Unit(s) > Current and all below**.

5 Translator's Workbench highlights the selected translation unit(s) and asks you to confirm the deletion since this action cannot be undone. Click **Yes** to remove the translation unit(s) from translation memory and from the concordance window. Click **No** to cancel.

FOR MORE INFORMATION

For more information about deleting batches of translation units from translation memory, see "Translation Memory Maintenance" on page 5-9.

TRANSLATION MEMORY MAINTENANCE

The **Maintenance** command allows you to modify the contents of your translation memory directly at translation unit or global level without importing or exporting data.

The **Maintenance** command enables you to:

- define search criteria to specify which parts of the translation memory you wish to change
- find and replace text in source and target segments
- find and replace information in system fields, attribute and text fields
- delete translation units.

This section provides detailed instruction for each of these maintenance procedures.

NOTE

- The **Maintenance** command is designed for advanced users only, because it allows you to radically change the contents of your translation memory at all levels. We recommend that you make a backup copy of your translation memory before making any global changes.
- The **Maintenance** command is subject to access restrictions. When working with file-based translation memories, this command is only available when you open the memory in exclusive or read-write access mode. In the case of server-based translation memories, the **Maintenance** command is only available if you access the memory with Power User or TM Administrator rights.

Using the Maintenance Command

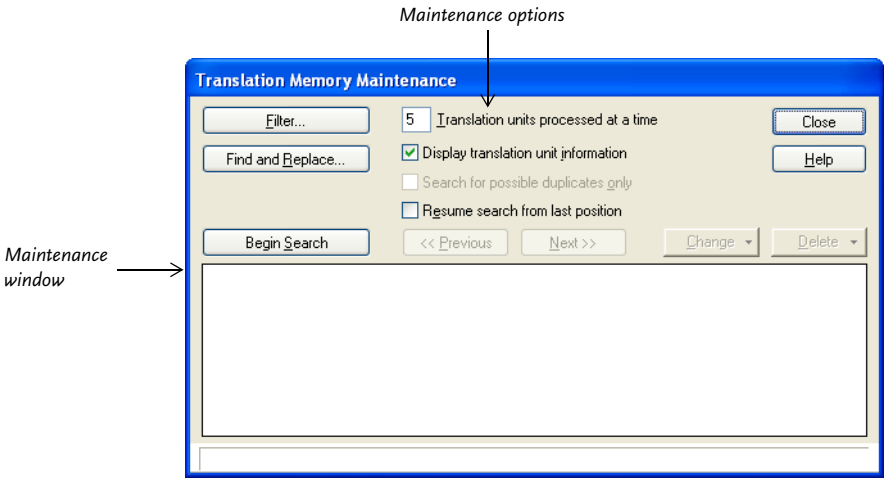
Regardless of the complexity of the changes you wish to make, a maintenance operation always consists of the following stages: defining the parameters of your maintenance operation, translation memory search and the maintenance procedures themselves. The instructions below are grouped accordingly.

To carry out maintenance on a translation memory:

Defining Parameters

1 Launch Translator's Workbench and open the translation memory that you want to change.

2 From the **File** menu, choose **Maintenance**. The **Translation Memory Maintenance** dialog box is displayed.



3 Set the maintenance options as required:

- **Translation units processed at a time**: Specify how many translation units should be displayed in the maintenance window. The default value is 5.
- **Display translation unit information**: Select this option if you wish Translator's Workbench to display descriptive information about translation units, such as system, attribute or text fields, in the maintenance window.
- **Search for possible duplicates only**: Select this option if you wish to search the memory for possible duplicate translation units. This option applies to server-based translation memories only.
- **Resume search from last position**: If you have set up filters in a search of the translation memory using the maintenance window, you can set a bookmark to resume the search from where you left off if the search was not completed in full. You can use this functionality as follows:
  Perform a normal search, without marking the checkbox, and the search functionality remains unchanged.
  Return to an incomplete search and check the **Resume search from last position** box and the search will begin from where you left off.

4 To define search criteria that will allow you to limit your maintenance operations to a subset of translation units, click **Filter**. For more information, see "Defining Filters" on page 5-12.

5 To define global changes, click **Find and Replace**. The definition of global changes gives you the option of applying the specified changes to large groups of translation units at once. For more information, see "Defining Global Changes" on page 5-14.

Translation Memory Search

6 Click **Begin Search** to start searching. Translator's Workbench displays the first set of translation units that match your search criteria in the maintenance window. The title bar of the dialog box shows the number range in which the matching translation units have been found.

7 To search for the next set of matching translation units, click **Next >>**.

8 To return to the previously displayed set of translation units, click **<< Previous**. Any translation unit whose source segment you have modified will no longer be included in this list.

9 To start a new search after you have defined new filters or translation unit changes, click **Reset Search**.

Maintenance Procedures

10 To edit a single translation unit in the maintenance window, right-click one of its flags and select **Edit Translation Unit**. The **Edit Translation Unit** dialog box is displayed where you can make the necessary changes. For more information, see "Editing Individual Translation Units" on page 5-4.

11 If you defined global changes using the **Find and Replace** command in step 5 above, you can now decide if, and how, you want to apply these changes:

- To change a single translation unit in the maintenance window, right-click one of its flags and select **Change Translation Unit**.
- To change all translation units currently displayed in the maintenance window, click **Change > Translation Units in Current List**.
- To change all translation units in the translation memory, click **Change > All Translation Units**.

Each time you use one of the **Change** commands, the translation memory is updated and the contents of the maintenance window change accordingly.

12 If you wish to delete translation units from translation memory, the following options are available:

- To delete a single translation unit from the main window, right-click one of the translation unit flags and select **Delete Translation Unit(s) > Current only**. To delete the selected translation unit and all above it in the list, select **Delete Translation Unit(s) > Current and all above**. To delete the selected translation unit and all below it in the list, select **Delete Translation Unit(s) > Current** and all below.
- To delete all translation units currently displayed in the main window, click **Delete > Translation Units in Current List**.
- If you defined search criteria using the **Filter** command in step 4 above, you can delete all matching translation units in the translation memory by clicking **Delete > All Translation Units**.

Each time you use one of the **Delete** commands, the translation memory is updated and the contents of the maintenance window change accordingly.

13 Repeat steps 10–12 for all maintenance procedures you wish to perform. When you are satisfied with the results, click **Close**.

Adding terms from within the Maintenance window

If you have MultiTerm 7 installed and set up, you can add terms to your MultiTerm termbase directly from the Maintenance window.

1 In the Maintenance window, highlight the term you want to add to the termbase.

2 Right-click and the context menu is displayed.

3 Select **Add term** from the context menu.

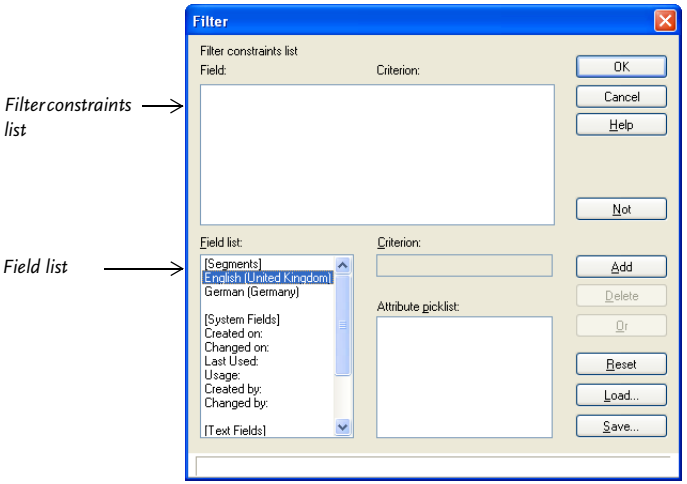
4 Choose **Submit to MultiTerm** and the Submit to MultiTerm dialog box is displayed.

Defining Filters

Use the **Filter** dialog box to define filters that will allow you to limit your maintenance operations to a specific subset of the translation memory. When you define a filter, only those translation units that match the current filter are displayed or modified.

NOTE

The information in this section also applies to the definition of filters for export operations. Export filters are defined in the **Export** dialog box; the **Export** and **Filter** dialog boxes are identical apart from their titles.



In the **Filter** dialog box, the **Filter constraints list** specifies which fields will be used as filter criteria. The specified fields are known as the *constraints settings*. The settings are based on the constraints you define in the **Field list**, **Criterion** box and **Attribute picklist**.

You can use any of the fields in the current translation memory setup to define constraints settings. All available fields are listed in the **Field list**. You can define simple filters with a single constraint or complex filters that contain more than one constraint.

Translator's Workbench allows you to save constraints settings for re-use at a later stage. The settings are stored in external files - known as Workbench constraints settings files - with the extension `*.wcs`. Use the **Load** command in the **Filter** dialog box to load existing constraints settings files.

NOTE

Constraints settings files can only be correctly loaded when the setup of the current translation memory is compatible with the setup of the translation memory that was used to create the settings file. This means that the system, attribute and text fields must be the same for both translation memories, otherwise an undefined system/attribute/text field error occurs.

To define constraints settings (that is, a filter) for your maintenance operations:

1 In the **Translation Memory Maintenance** dialog box, click **Filter** to open the **Filter** dialog box.

2 Clear any existing settings by clicking **Reset**. (This also deactivates the current filter.)

3 Select an item from the **Field list**. This list includes the source and target language segment fields, system fields, text and attribute fields that are available in your current translation memory.

4 Click **Add**. The item is added to the **Filter constraints list**, and the **Criterion** box or **Attribute picklist** is activated.

5 Define a criterion in the **Criterion** box or select an attribute from the **Attribute picklist**. The criterion you define is automatically displayed in the **Filter constraints list**.

- To separate items in the **Filter constraints list** with a logical or, click **Or**.
- To exclude the new criterion from the maintenance operation, click **Not**.

6 Repeat steps 2-4 to define other constraints.

7 If you wish to save the constraints settings, click **Save**. This opens the **Save Constraints Settings File** dialog box. Specify a location and a name for the constraints settings file and click **Save** to return to the **Filter** dialog box.

8 When you are satisfied with the constraints settings, click **OK** to return to the **Translation Memory Maintenance** dialog box.

As long as it remains active, Translator's Workbench applies the filter each time you search the translation memory from the **Translation Memory Maintenance** dialog box. For more information, see "Using the Maintenance Command" on page 5-9.

Defining Global Changes

Use the **Find and Replace** command and dialog box to define global changes for translation memory maintenance procedures. You can specify global change criteria at three levels:

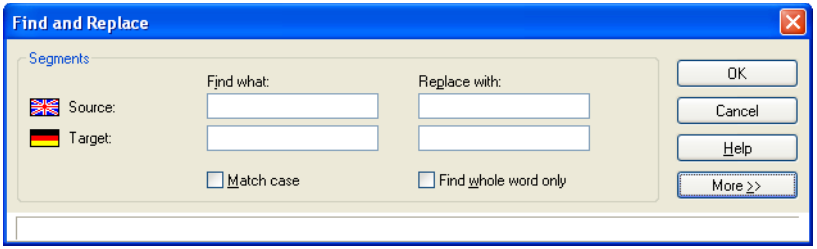
- source and/or target segments
- system fields
- text and attribute fields.

The specified changes are applied to all translation units that are selected for global change in the **Translation Memory Maintenance** dialog box.

Source and Target Segments

To change text in source and/or target segments globally:

1 In the **Translation Memory Maintenance** dialog box, click **Find and Replace** to open the **Find and Replace** dialog box.



2 Under **Segments**, type the search text in the **Find what** box of the language you want to change.

3 Type the replacement text in the corresponding **Replace with** box. To delete the search text, leave the **Replace with** box blank.

- To distinguish between uppercase and lowercase, select **Match case**.
- To search for the whole word only, select **Match whole word only**.

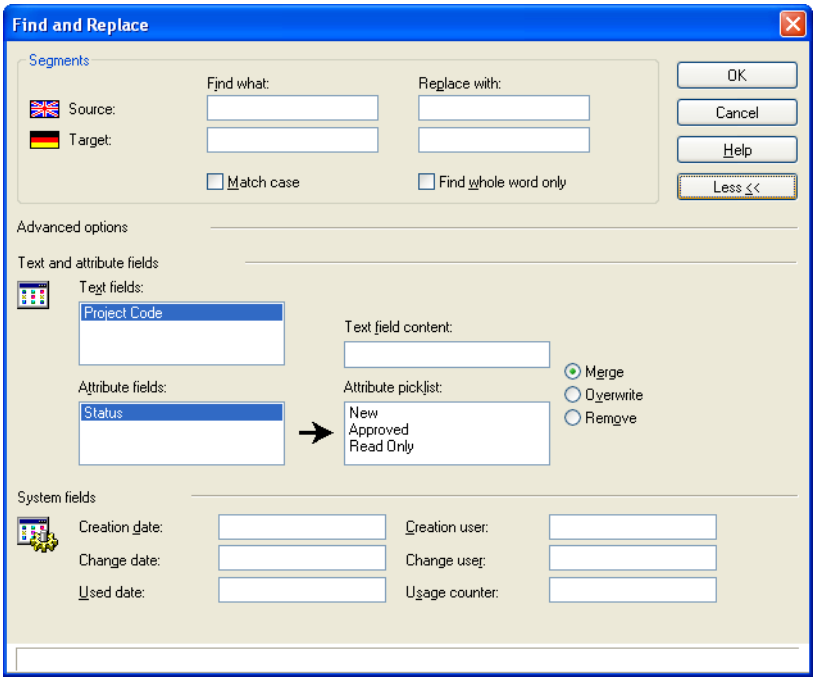
4 Click **OK** to return to the **Translation Memory Maintenance** dialog box, where you can apply the changes as described in step 11 of the maintenance process, as outlined on page 5-9.

Text Fields

To modify the content of a text field globally:

1 In the **Translation Memory Maintenance** dialog box, click **Find and Replace** to open the **Find and Replace** dialog box.

2 Click **More >>** to display the advanced options.



3 Under **Text and attribute** fields, select the text field whose content you wish to modify.

4 Use the **Text field content** box as follows:

- Delete any previously used criteria from the **Text field content** box.
- To specify new content for the selected text field, enter the required new content in the **Text field content** box. Use the comma (,) to separate text field values.
- To remove existing content from the selected text field, specify content for removal in the **Text field content** box. If you wish to completely remove the selected text field and its contents, enter an asterisk (*) in the **Text field content** box.

5 Set the translation unit update option as required:

- The **Merge** option adds the new text field content to the selected text field.
- The **Overwrite** option replaces the existing content of the selected text field with the new text field content.
- The **Remove** option deletes existing content, as specified in the **Text field content** box, from the selected text field.

6 Click **OK** to return to the **Translation Memory Maintenance** dialog box, where you can apply the changes as described in step 11 of the maintenance process, as outlined on page 5-9.

NOTE

- It is not possible to directly find and replace text field content during a single maintenance operation. If you wish to find and replace content in a given text field, you must first add the required new content using the **Merge** update option, then delete unwanted content using the **Remove update** option.
- While the criterion specified in steps 3 and 4 above is active, the change is applied to all translation units that are selected for global change in the **Translation Memory Maintenance** dialog box. If the specified text field does not already exist in the selected translation units, it is created.

Attribute Fields

To modify the content of an attribute field globally:

1 Open the **Find and Replace** dialog box and click **More >>** to display the advanced options.

2 Under **Text and attribute fields**, select the attribute field whose content you wish to modify. The corresponding picklist is displayed in the **Attribute picklist**.

3 Use the **Attribute picklist** as follows:

- Check that any previously used criteria are no longer selected.
- To specify new content for the selected attribute field, select the required value(s) in the **Attribute picklist**.
- To remove existing content from the selected attribute field, select the value(s) for removal in the **Attribute picklist**. If you wish to completely remove the selected attribute field and its contents, select all values in the **Attribute picklist**.

4 Set the translation unit update option as required:

- The **Merge** option adds the new content to the selected attribute field.
- The **Overwrite** option replaces the existing content of the selected attribute field with the new content.
- The **Remove** option deletes existing content, as specified in the **Attribute picklist**, from the selected attribute field.

5 Click **OK**. You return to the **Translation Memory Maintenance** dialog box, where you can apply the changes as described in step 11 of the maintenance process, as outlined on page 5-9.

NOTE

- It is not possible to directly find and replace attribute field content during a single maintenance operation. If you wish to find and replace content in a given attribute field, you must first add the required new content using the **Merge** update option, then delete unwanted content using the **Remove** update option.
- While the criterion specified in steps 4 and 5 above is active, the change is applied to all translation units that are selected for global change in the **Translation Memory Maintenance** dialog box. If the specified attribute field does not already exist in the selected translation units, it is created.

System Fields

To change the content of a system field globally:

1 Open the **Find and Replace** dialog box and click **More >>** to display the advanced options.

2 Under **System fields**, identify the field whose content you wish to change and enter the new content in the corresponding text box. System fields that were not included in your translation memory setup are not available for modification.

3 Click **OK** to return to the **Translation Memory Maintenance** dialog box, where you can apply the changes as described in step 11 of the maintenance process.

NOTE

Permission to modify the content of system fields is subject to restriction. In the case of file-based translation memories, this permission is available when you open the memory in exclusive access mode. In the case of server-based translation memories, this permission is available when you access the memory with Power User or TM Administrator rights. For more information about access rights, see Chapter 11.

Translation Memory Maintenance: Examples

The examples in this section are based on the definition of filters and global changes during maintenance procedures.

Example 1: Searching for all Translation Units Changed after a Certain Date

In this example we use the maintenance feature to display all translation units that have changed after *30 January 2003*. This may be useful for proof-reading or spot-checking translations at regular intervals.

1 From the **File** menu in Translator's Workbench, select **Maintenance**.

2 In the **Translation Memory Maintenance** dialog box, click **Filter** to open the **Filter** dialog box.

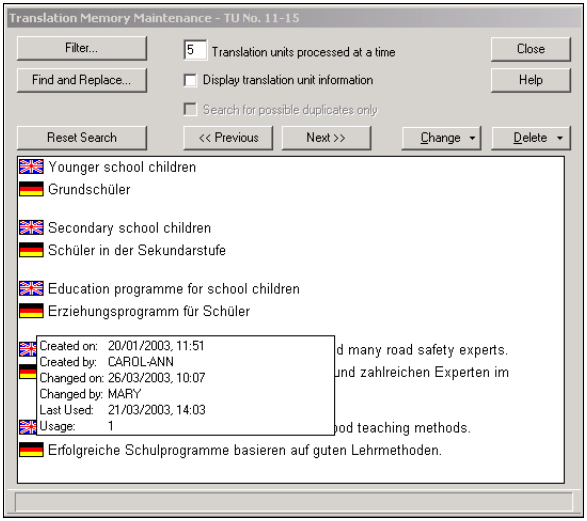
To search for translation units that have changed after a certain date only, specify a filter for the **Change date** system field.

3 In the **Field list**, click the **Changed on** system field and click **Add** to add it to the **Filter constraints list**. By default, Translator's Workbench assumes you want to search for all translation units changed after *01 January 2000*. Change this to *30 January 2003*.

NOTE

The date format on your computer may differ from the date format that features in our example.

4 Click **OK** to return to the **Translation Memory Maintenance** dialog box. To search for the first set of matching translation units, click **Begin Search**.



5 The first set of translation units that match the current filter is displayed. In your maintenance searches, use the **Translation units processed at a time** option to specify how many translation units should be displayed at a time. Use the **Next >>** and **<< Previous** buttons to browse sequentially through the remaining sets of matching translation units.

Example 2: Performing Global Text Changes

In this example we use the maintenance feature to change the German word *Datenbank* to *Datenbasis* in all relevant target segments. This is useful, for example, when you want to find and replace text globally in your translation memory as a result of terminology changes.

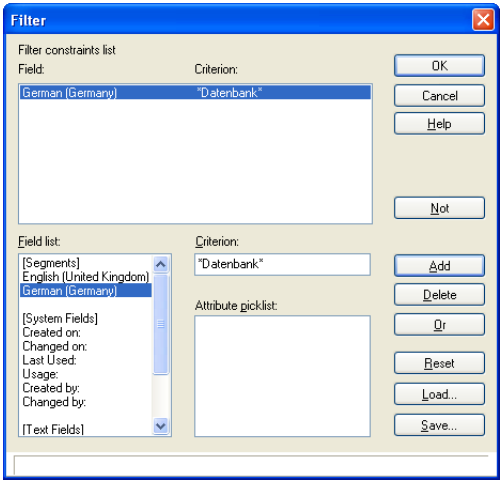
1 From the **File** menu in Translator's Workbench, select **Maintenance**.

2 In the **Translation Memory Maintenance** dialog box, click **Filter** to open the **Filter** dialog box.

To search for translation units that contain the word *Datenbank*, specify a filter for the target language fields in the translation memory.

3 In the **Field list**, click *German (Germany)* and then click **Add**.

4 In the **Criterion** box, type the word *Datenbank*. Enclose it in asterisks to ensure that every occurrence of the word is found, not just those segments that contain the word *Datenbank* only.

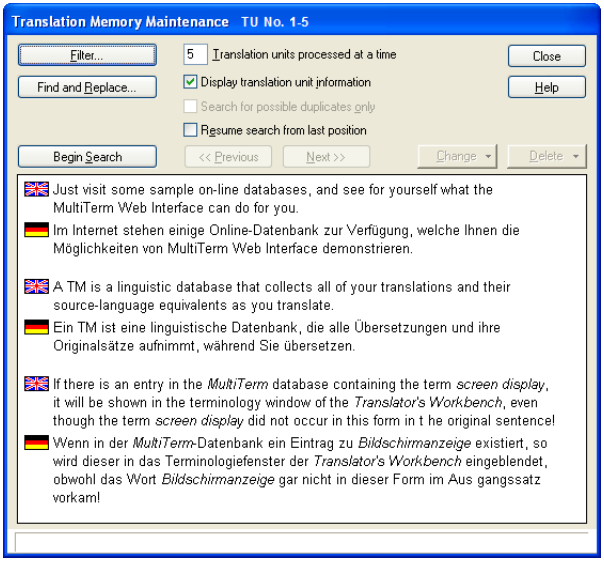


5 Click **OK** to return to the **Translation Memory Maintenance** dialog box. To replace all occurrences of *Datenbank* with *Datenbasis*, define a global change for target segments. Click **Find and Replace**. The **Find and Replace** dialog box opens.

6 Type the word *Datenbank* in the **Find what** box for target segments. Type the replacement text, *Datenbasis*, in the **Replace with** box.

7 Click **OK** to return to the **Translation Memory Maintenance** dialog box.

8 Click **Begin Search** to search for the first set of matching translation units.


Translation Memory Maintenance TU No. 1-5
Filter...
5 Translation units processed at a time
Close
Find and Replace...
Display translation unit information
Help
Search for possible duplicates only
Resume search from last position
Begin Search
<< Previous
Next >>
Change
Delete
Just visit some sample on-line databases, and see for yourself what the MultiTerm Web Interface can do for you.
Im Internet stehen einige Online-Datenbank zur Verfügung, welche Ihnen die Möglichkeiten von MultiTerm Web Interface demonstrieren.
A TM is a linguistic database that collects all of your translations and their source-language equivalents as you translate.
Ein TM ist eine linguistische Datenbank, die alle Übersetzungen und ihre Originalsätze aufnimmt, während Sie übersetzen.
If there is an entry in the MultiTerm database containing the term screen display, it will be shown in the terminology window of the Translator's Workbench, even though the term screen display did not occur in this form in t he original sentence!
Wenn in der MultiTerm-Datenbank ein Eintrag zu Bildschirmanzeige existiert, so wird dieser in das Terminologiefenster der Translator's Workbench eingeblendet, obwohl das Wort Bildschirmanzeige gar nicht in dieser Form im Aus gangssatz vorkam!

In this example, three translation units match our search criteria. During maintenance searches, use the **Translation units processed at a time** option to specify how many translation units are displayed at one time. Use the **Next >>** and **<< Previous** buttons to scroll through the remaining sets of matching translation units.

9 Based on the search results, you can decide if, and how, you wish to change the text:

- To change a single translation unit, right-click one of the flags and select **Change Translation Unit** on the shortcut menu.
- To change all translation units in the current window, click **Change > Translation Units in Current List**.
- To change all matching translation units in the translation memory, click **Change > All Translation Units**.

NOTE

Change > All Translation Units changes all translation units that match the current search criteria from the currently displayed unit to the end of the translation memory.

Example 3: Changing All Translation Units with Certain Project Settings

In this example, we use the maintenance feature to change all the translation units with specified project settings. This is useful when you want to assign new or changed fields globally to translation units with specific settings.

1 From the **File** menu in Translator's Workbench, select **Maintenance**.

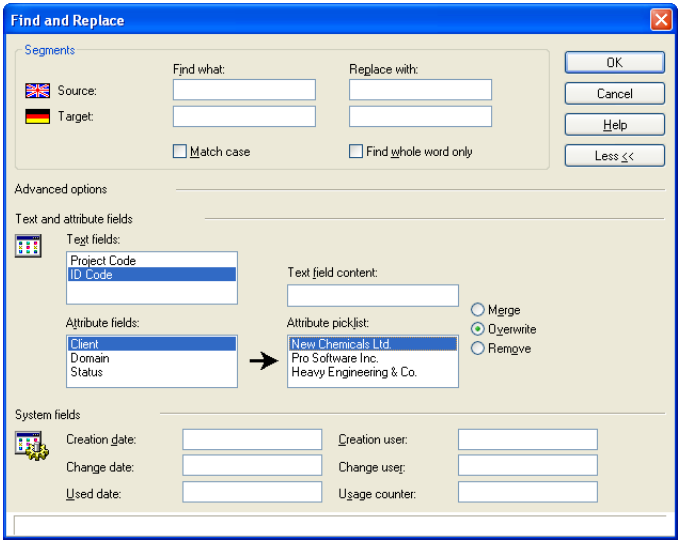
2 In the **Translation Memory Maintenance** dialog box, click **Filter** to open the **Filter** dialog box.

In this example, we will change the *Client* attribute from *Pro Software Inc.* to *New Chemicals Ltd.* To search for all relevant translation units, specify a filter for the *Client* attribute field.

3 Select *Client* from the **Attribute fields** list. Click **Add**. Then select *Pro Software Inc.* from the **Attribute picklist**. Click **OK** to return to the **Translation Memory Maintenance** dialog box.

4 Click **Find and Replace** to define the global change for the *Client* attribute field. In the **Find and Replace** dialog box, click **More >>** to display the advanced options.

5 Select *Client* from the **Attribute fields** list and select *New Chemicals Ltd.* from the **Attribute Picklist**. Select the **Overwrite** option to replace *Pro Software Inc.* with *New Chemicals Ltd.* (The **Merge** option would simply add *New Chemicals Ltd.* to the *Client* attribute field; the **Remove** option would simply remove *Pro Software Inc.* from the *Client* attribute field without substituting any further content.) Click **OK** to confirm and return to the **Translation Memory Maintenance** dialog box.



6 Select the **Display translation unit information** option and then click **Begin Search**. During maintenance searches, use the **Translation units processed at a time** option to specify how many translation units are displayed at one time. Use the **Next >>** and **<< Previous** buttons to scroll through sets of matching translation units.

7 Based on the search results, you can decide if, and how, you wish to change the text:

- To change a single translation unit, right-click one of the flags and select **Change Translation Unit** on the shortcut menu.
- To change all translation units in the current window, click **Change** > **Translation Units in Current List**.
- To change all translation units in the translation memory, click **Change** > **All Translation Units**.

IMPORTING TRANSLATION MEMORY DATA

The import feature allows you to load data from previous translations, including those created with previous versions of Translator's Workbench or with WinAlign, into the current translation memory. WinAlign is the automatic text alignment solution that generates translation memory import files from existing translations. Translator's Workbench and WinAlign import files are in ANSI code format (with file extension `*.txt`). You can also import files in the Translation Memory Exchange (TMX) Level 2 format, TMX 1.4 and TMX 1.4b.

FOR MORE INFORMATION

For more information on WinAlign, see the *WinAlign User Guide*. For more information on TMX, see the TMX web site at www.lisa.org/tmx.

Access Restrictions in File- and Server-based Translation Memories

The import feature in Translator's Workbench is valid for both file- and server-based translation memories, however, permission to use it is subject to restriction.

- When working with file-based translation memories, the **Import** command is only available when you open the translation memory in exclusive access mode. If the translation memory is password-protected, you must enter the super user password.
- When working with server-based translation memories, the **Import** command is only available when you have TM Administrator access rights.

WARNING

We strongly recommend that you prevent any other users from accessing the translation memory while the import operation is in progress. In the case of file-based translation memories, single-user access is guaranteed when you open the translation memory in exclusive access mode. In the case of server-based translation memories, you must request that all other users close the translation memory before import commences. If you have access to the Server Manager client, we recommend that you add a status comment indicating that the translation memory should not be accessed while the import is in progress.

NOTE

You can also use the Server Manager client to import data into server-based translation memories. For more information, see the *SDL Trados Administrator Guide*.

Importing Data from Older Translation Memories

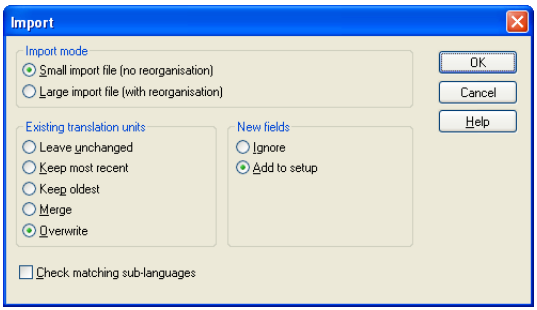
If you are importing data from a translation memory that was created in Translator's Workbench 5.5 or earlier, remember that you must recreate the user and variable lists manually after import.

Using the Import Command

To import data from an external file:

1 In Translator's Workbench, open the host translation memory at the appropriate level of access.

2 From the File menu, choose **Import**. The **Import** dialog box is displayed.



3 Select the appropriate option under **Import mode**. For more information, see "Import Mode" below.

4 Select the appropriate option under **Existing translation units** group box.

5 Select the appropriate option under **New fields**.

6 Click **OK** to confirm and to open the **Open Import File** dialog box. Specify the format of the import file using the **Files of type** list.

7 Locate and select the import file from which data will be imported and click **Open**. The import starts and you return to Translator's Workbench.

Translator's Workbench automatically adds the translation units to your translation memory as defined in "Import Options" below. Information about the progress of the import operation is displayed in the status bar. When the import is complete, Translator's Workbench displays the total number of imported translation units.

Import Mode

There are two import modes:

- The **Small import file (no reorganisation)** option is useful if you only want to import a small import file with few translation units. Translator's Workbench reads the translation units from the text file and adds them to the current translation memory and its associated neural network files. In the neural network used by Translator's Workbench, it takes slightly more time to add new translation units than to merge them with it. Merging, however, requires a complete reorganisation of the network after the import. For example, it is advisable to use the small import if you want to import 50 translation units into a translation memory of 10,000 units.

- The **Large import file (with reorganisation)** option is useful if you want to import a large import file with many translation units. Translator's Workbench first reads and analyses all translation units from the text file and then merges them with the existing data in the neural network files. Merging requires a reorganisation of the network after the import, but merging and reorganising are generally faster with larger import files than in the **Small Import File** mode.

NOTE

The reorganisation of translation memory data after import does not apply when the target translation memory is server-based.

Import Options

Before you run an import, there are a number of options you can set. These options are outlined in this section.

Existing Translation Units

When specifying an import, you select the appropriate **Existing translation units** option to decide what happens when the source segment an imported translation unit matches the source segment of an existing translation unit in the translation memory:

- **Leave unchanged** means the imported unit is always rejected.

- **Keep most recent** means that Translator's Workbench always keeps the most recent translation unit. If an imported unit has the same source segment as a unit in the translation memory and is newer than the unit in translation memory, it is imported. If it is older, it is rejected.

- **Keep oldest** has the opposite effect – the older translation unit is always kept.

- **Merge** means that if attribute and text fields are the only difference between the imported target segment and the target segment of the translation unit in translation memory, they are merged with the attribute and text fields of the translation unit in the memory. If the translation memory allows multiple translations of the same source segment, Translator's Workbench creates a new translation unit with a different target segment.

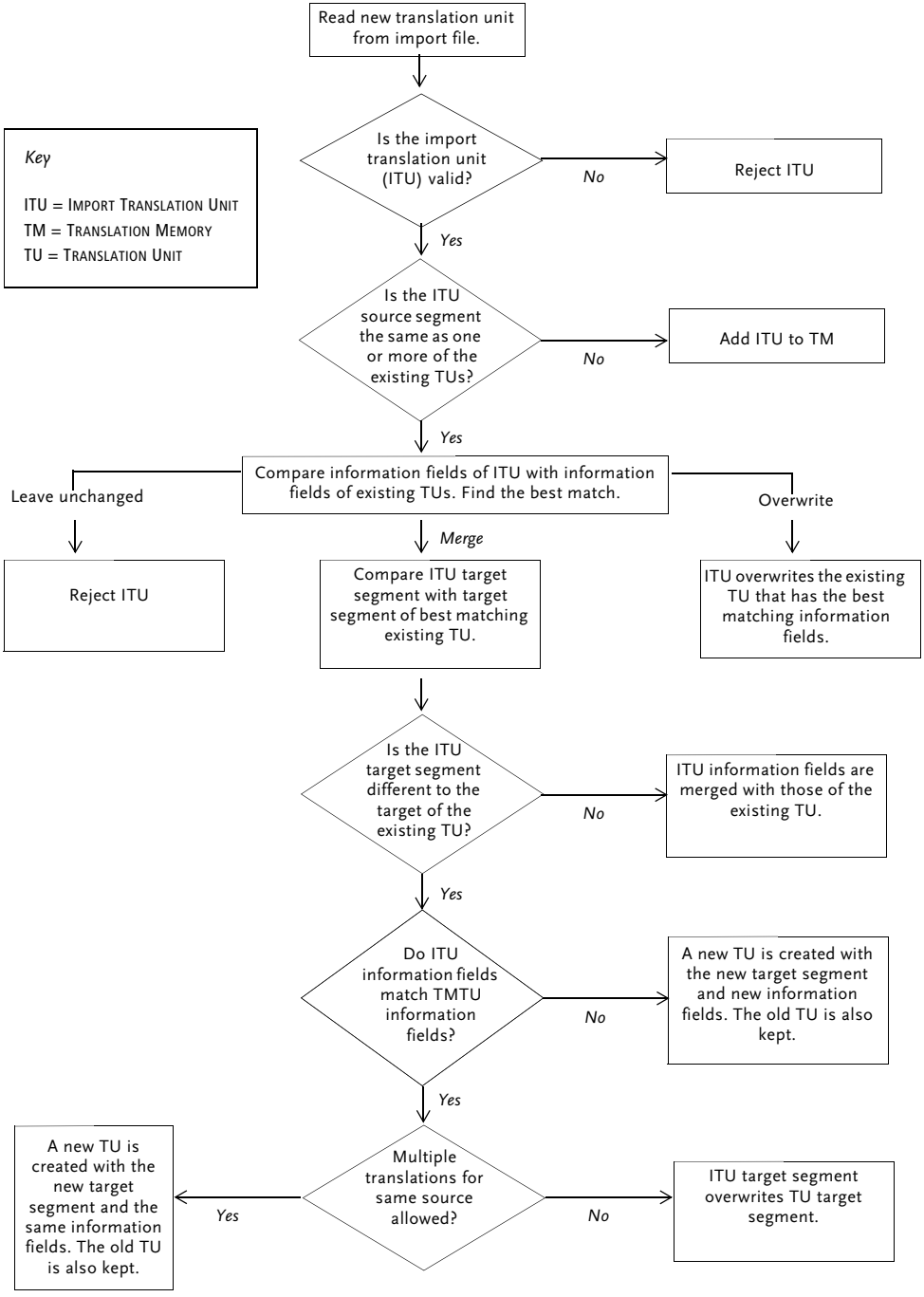
- **Overwrite** means that the imported unit is always imported and it overwrites the existing translation unit in the translation memory.

The diagram on the next page shows how imported translation units affect existing translation units, depending on which option you have selected.

TIP

Attribute and text fields are collectively known as *information fields*.

Existing Translation Units During Import


Read new translation unit from import file.
Is the import translation unit (ITU) valid?
No
Reject ITU
Yes
Key
ITU = Import Translation Unit
TM = Translation Memory
TU = Translation Unit
Is the ITU source segment the same as one or more of the existing TUs?
No
Add ITU to TM
Yes
Compare information fields of ITU with information fields of existing TUs. Find the best match.
Leave unchanged
Merge
Overwrite
Reject ITU
Compare ITU target segment with target segment of best matching existing TU.
ITU overwrites the existing TU that has the best matching information fields.
Is the ITU target segment different to the target of the existing TU?
No
ITU information fields are merged with those of the existing TU.
Yes
Do ITU information fields match TMTU information fields?
No
A new TU is created with the new target segment and new information fields. The old TU is also kept.
Yes
Multiple translations for same source allowed?
Yes
A new TU is created with the new target segment and the same information fields. The old TU is also kept.
No
ITU target segment overwrites TU target segment.

New Fields

Before running an import, select the appropriate **New fields** option:

- **Ignore** means that Translator's Workbench ignores all new attribute and text fields in the import file. They are not added to your current translation memory setup.
- **Add to setup** means that all new attribute and text fields are added to your current translation memory setup. For example, if the attribute field *Client* does not exist in your translation memory setup but is in the import file, Translator's Workbench automatically adds it.

Check Matching Sublanguages

Check the **Check matching sublanguages** box if you want Translator's Workbench to compare the sublanguage codes from the import file with the languages specified in the translation memory. If you leave this box unchecked, Translator's Workbench imports, for example, English (United Kingdom) segments even if the translation memory has English (United States) as source or target language. If you check this option, English (United Kingdom) segments are not imported.

NOTE

For a full description of the Translator's Workbench text format, see the online help for Translator's Workbench.

Workbench-compatible Import Formats

The following Workbench-compatible import formats are available in the **Files of type** list in the **Open Import File** dialog box:

- To import data from a file in the Translator's Workbench or WinAlign text format, select Translator's Workbench/WinAlign (`*.txt`).
- To import data from a file in the Translation Memory Exchange (TMX) Level 2 format, select TMX (`*.tmx`).
- To import data from a file exported from IBM Translation Manager products, select TM/2 (`*.exp`).
- To import data from a file that has been pre-translated by Systran, select Systran (`*.rtf`).
- To import data from a file that has been pre-translated by Logos, select Logos (`*.sgm`).

NOTE

TMX Level 2 means that internal formatting information inside the imported units is supported. For information on TMX, see the TMX Web site at www.lisa.org/tmx. SDL Trados 2007 is fully compliant with TMX standards.

EXPORTING TRANSLATION MEMORY DATA

The export feature writes the contents of a translation memory to a text file. This is particularly useful when you want to create a secure backup of your translation memory or when you want to invert the source and target languages (for example, to change from English-German to German-English).

Access Restrictions in File- and Server-based Translation Memories

The export feature in Translator's Workbench is valid for both file- and server-based translation memories, however, permission to use it is subject to restriction.

- When working with file-based translation memories, the **Export** command is only available when you open the translation memory in exclusive access mode. If the translation memory is password-protected, you must enter the super user password.
- When working with server-based translation memories, the **Export** command is only available when you have TM Administrator access rights.

NOTE

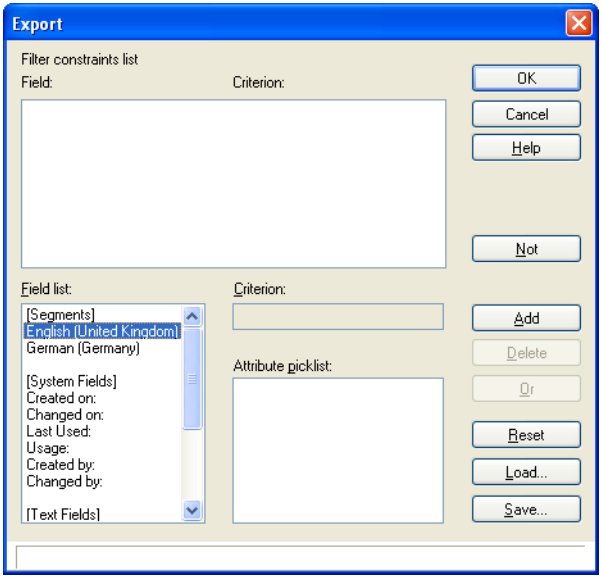
You can also use the Server Manager client to export data from server-based translation memories. For more information, see the *SDL Trados Administrator Guide*.

Using the Export Command to Create a Backup

The most secure method of creating a backup of your translation memory is to export the data to a text file. Follow these steps:

1 In Translator's Workbench, open the host translation memory at the appropriate level of access.

2 From the **File** menu, choose **Export**. The **Export** dialog box is displayed.



3 As with the maintenance feature, you can define filters or *constraints settings* in order to specify a particular subset of the translation memory for export. However, when backing up an entire translation memory, you do not need to define constraints. Click **OK** to open the **Create Export File** dialog box.

4 In the **Create Export File** dialog box, specify a location and a name for the export file. Specify the format of the export file using the **Save as type** list.

NOTE

By default, Translator's Workbench uses the Translator's Workbench text format for all exports and adds the `*.txt` extension to file names. If you are exporting data in TMX Level 2 format, choose the `*.tmx` file type from the **Save as type** list. For more information, see "Export Formats" below.

5 Click **Save** to start the export operation and to return to Translator's Workbench.

Information about the progress of the export operation is displayed in the status bar of Translator's Workbench. When the export is complete, Translator's Workbench displays the total number of exported translation units.

Export Formats

The following export formats are available in the **Save as type** list in the **Create Export File** dialog box:

- To export a file for use with Translator's Workbench, select Translator's Workbench (`*.txt`).
- To export a file in TMX Level 2 format, choose TMX (`*.tmx`).

NOTE

TMX Level 2 means that internal formatting information inside the exported units is retained. For more information on TMX, see the TMX Web site at www.lisa.org/tmx

Inverting Translation Memories

If you have a bilingual translation memory, you may also want to use it in the opposite language direction. You can do this by inverting the translation memory using the **Export** and **Import** commands.

NOTE

The procedure outlined below involves the creation of a new translation memory in Translator's Workbench and is valid for file-based translation memories only. You cannot create a server-based translation memory in Translator's Workbench.

To invert a translation memory:

1. Open the translation memory you want to invert at the appropriate level of access.
2. Select **Export** on the **File** menu and export the translation memory to a text file.
3. Select **New** on the **File** menu to create a new translation memory. Set the language direction to the opposite of the translation memory exported in step 2. You can also open an existing translation memory that has the opposite language direction of the exported translation memory.
4. Select **Import** on the **File** menu to import data from the export file created in step 2. Translator's Workbench automatically assigns the translation units in the inverted order. After the import, you have a new translation memory with the opposite language direction.

TERMINOLOGY DURING TRANSLATION

This chapter introduces you to the interface between Translator's Workbench and MultiTerm. The examples cover terminology recognition with MultiTerm 7.x. SDL recommends that you use MultiTerm 7.1 or MultiTerm 7.5, however, terminology recognition with MultiTerm 6.x (iX) is still supported. Sections include:

- About MultiTerm
- Terminology recognition overview
- Setting up terminology recognition
- Working with terminology recognition during translation
- Searching the termbase from Translator's Workbench and TagEditor
- Adding terms to the termbase during translation

Chapter

6

OVERVIEW

This chapter introduces the interface between Translator's Workbench and MultiTerm. With this interface, Translator's Workbench provides active terminology recognition during translation. The term recognition feature automatically suggests term translations from your MultiTerm termbase as you translate your documents. Term recognition is available in all of the Workbench editing environments, including TagEditor and Microsoft Word. SDL recommends that you use MultiTerm 7.1 or MultiTerm 7.5 termbases, however, MultiTerm 6.x (iX) termbases are still supported.

This chapter explains how to set up term recognition in Translator's Workbench and how to use term recognition during translation. The examples are based on MultiTerm 7.

Audience

The information in this chapter is relevant to all users who wish to use term recognition during translation with Translator's Workbench.

About MultiTerm

MultiTerm is the terminology management system. It helps you to create, manage, and present your terminology data. Each MultiTerm termbase can store an unlimited number of entries and each entry can contain terms and descriptive data in an unlimited number of languages. MultiTerm has a number of different search options, as well as powerful import and export features that allow you to exchange data between termbases and with other applications. As a translator, you can use MultiTerm to manage terminology data that can be accessed directly during translation with Translator's Workbench.

Translator's Workbench supports terminology recognition with the most recent versions of the terminology management system. In the context of term recognition with Translator's Workbench, these versions of MultiTerm are known as *terminology providers*.

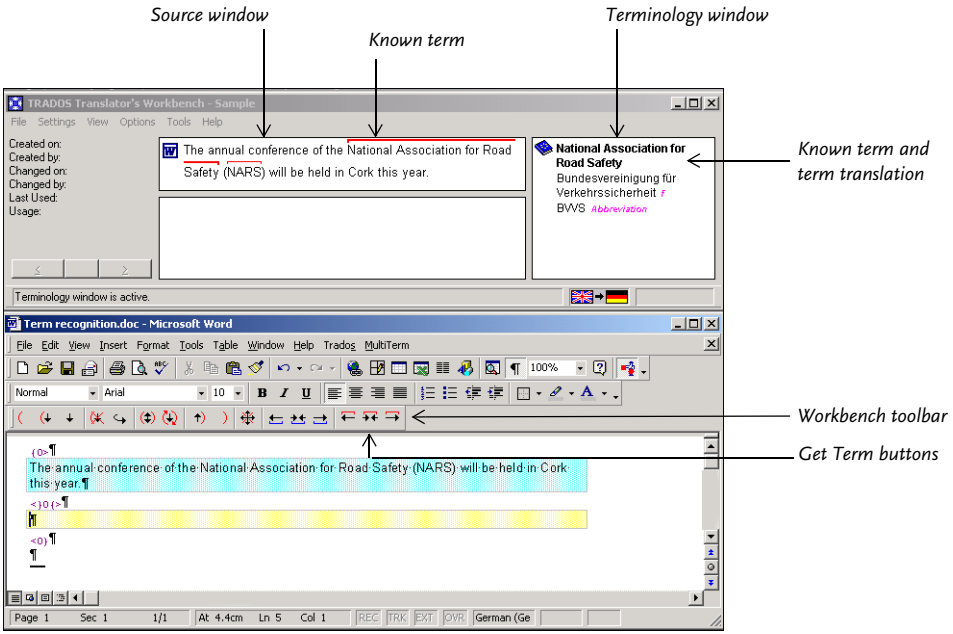
SDL MultiTerm 7.x

MultiTerm is a client/server system that allows you to store termbase data locally on your personal computer or, in a multi-user setup, on a remote database server. The same client application, MultiTerm, is used to access termbase data in each case. If you have the MultiTerm Desktop installed locally, you can use MultiTerm termbases for the purposes of terminology recognition during translation.

You can access the MultiTerm client application from the **Start** menu on your computer.

About Terminology Recognition

The interface between Translator's Workbench and MultiTerm provides active terminology recognition as you translate. Translator's Workbench compares the current source segment with termbase data, looking for matching terms. Translator's Workbench uses a fuzzy matching algorithm to search the termbase so that terms in your segment (including multiple word terms) can be matched with identical or linguistically related terms in the termbase. Exact or fuzzy matching terms are referred to as *known terms*. Translator's Workbench highlights known terms in the source window with a red bracket and displays the corresponding terminology entry in the terminology window. The translation of a term can be easily transferred from the terminology window to the document for translation using one of the **Get Term** buttons on the Workbench toolbar.


Source window
Known term
Terminology window
TRADOS Translator's Workbench - Sample
File Settings View Options Tools Help
Created on:
Created by:
Changed on:
Changed by:
Last Used:
Usage:
The annual conference of the National Association for Road Safety (NARS) will be held in Cork this year.
National Association for Road Safety
Bundesvereinigung für Verkehrssicherheit f
BVVS Abbreviation
Known term and term translation
Terminology window is active.
Term recognition.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help Trados MultiTerm
Normal
Arial
10
100%
Workbench toolbar
Get Term buttons
The annual conference of the National Association for Road Safety (NARS) will be held in Cork this year.
Page 1 Sec 1 1/1 At 4.4cm Ln 5 Col 1 REC TRK EXT OVR German (Ge

Sample Files

The procedures and examples in this chapter are based on sample files that are available with the current release of SDL Trados 2007 and MultiTerm 7. The table below lists the relevant sample files and their default installation location. Make sure that these files are available if you intend to work through the procedures on your own computer.

Sample File	File Name	Default Installation Location

English-German translation memory	`Sample.tmw`
	`Sample.mdf`
	`Sample.mtf`
	`Sample.mwf`
	`Sample.iix`
		C:\Documents and Settings\All Users\Documents\SDL Trados\Samples\TW4Win\En_De

MultiTerm 7 local termbase	*Local Sample*	*Not applicable*
MultiTerm 7 remote termbase	*Admin Sample*	*Not applicable*

TIP

To keep the original sample files intact, we recommend that you work through procedures using copies of the original files. The Program Files folder should not be write protected to allow changing termbase data as well as translation memory data.

MultiTerm 7 Samples

MultiTerm 7 sample termbases are stored in local (Jet) and remote (SQL Server) databases, rather than being file-based. The local termbase, *Local Sample*, is automatically available in MultiTerm after installation of the MultiTerm Desktop. The remote termbase, *Admin Sample*, is created after installation of the MultiTerm 7 client and server components, using MultiTerm Administrator. You can access this termbase by connecting with MultiTerm Server from the MultiTerm client, provided that you have the relevant MultiTerm Server login details.

FOR MORE INFORMATION

Contact your local MultiTerm administrator for MultiTerm Server login details.

SETTING UP TERMINOLOGY RECOGNITION

This section describes how to set up the interface between MultiTerm and Translator's Workbench. We recommend that you work through the procedure on your own computer using the MultiTerm and SDL Trados 2007 sample files.

MultiTerm and Translator's Workbench

With MultiTerm, you can store termbase data locally on your personal computer or, in a multi-user setup, on a remote database server. Translator's Workbench supports terminology recognition with both local and remote termbases. In order to access both types of termbase, you must install the MultiTerm Desktop locally.

Local MultiTerm Termbases

After installing the MultiTerm Desktop, you have automatic and exclusive access to termbase data that is stored in local termbases.

Remote MultiTerm Termbases

Remote MultiTerm termbases are stored on a database server and accessed through MultiTerm Server. In order to set up term recognition with a remote termbase, you must have access to the MultiTerm Server computer on which the termbase is stored, MultiTerm Server login details and user rights in the relevant termbase. User rights in the remote termbase are login-related and defined by your MultiTerm administrator.

Translator's Workbench depends initially on the local MultiTerm client to establish a connection with MultiTerm Server. Once the connection is established, Translator's Workbench retains the relevant settings and is able to connect to the remote termbase independently of MultiTerm.

The complete workflow for setting up term recognition with a remote termbase is as follows:

1. Decide which termbase you wish to use for term recognition. Contact your MultiTerm administrator for the necessary MultiTerm Server login details and information about termbase user rights.

2. In your local MultiTerm Desktop, use the **Termbase Connection** dialog box to connect with and log in to MultiTerm Server. Translator's Workbench will use the MultiTerm Server connection that you specify here.

3. In Translator's Workbench, use the **Terminology Recognition Options** dialog box to define the termbase settings, supplying MultiTerm Server login details as necessary.

The remote termbase is now available for the purposes of term recognition in the Workbench editing environments.

NOTE

- You may occasionally be prevented from logging in to MultiTerm Server for short periods. This may happen if the maximum number of concurrent users on MultiTerm Server has been exceeded. If this happens, you can try again later or contact your MultiTerm administrator.
- Remote termbases may occasionally be 'stopped' in order to carry out maintenance procedures. When this happens, you will be temporarily unable to access the termbase.

Setting up the Interface Between MultiTerm and Translator's Workbench

The following procedure describes how to set up the interface between MultiTerm (local and remote termbases) and Translator's Workbench. Use the MultiTerm sample termbases to work through the procedure on your own computer.

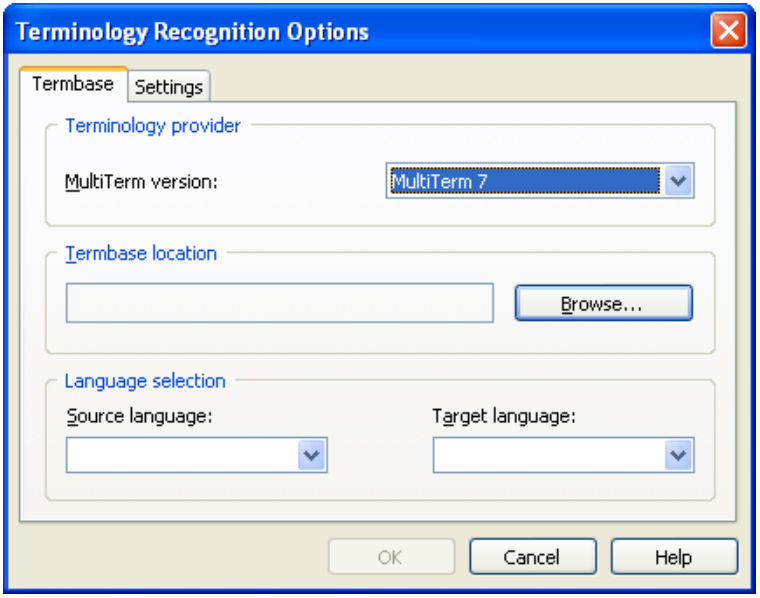
NOTE

- If you wish to select a remote termbase for term recognition, make sure that you have the necessary MultiTerm Server login details.
- These instructions describe opening one termbase, but it is possible to open multiple termbases.

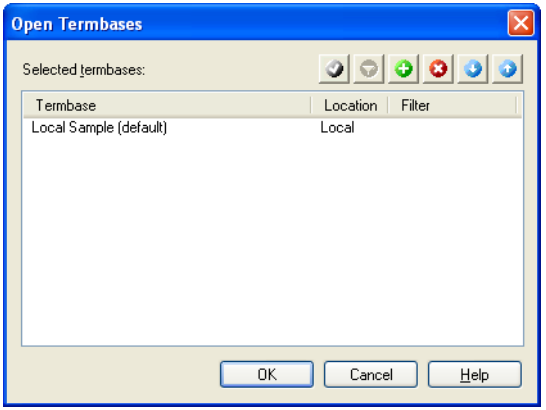
To set up the interface between MultiTerm and Translator's Workbench:

1. Launch Translator's Workbench from the **Start** menu on your computer.
2. From the **File** menu in Translator's Workbench, select **Open**.
3. In the **Open Translation Memory** dialog box, browse to the location of the translation memory you wish to use. Select the translation memory, in this example, `Sample.tmw`, and click **Open**. The name of the selected translation memory appears in the Workbench title bar. The flag icons in the status bar indicate the language direction of the translation memory.
4. From the **Options** menu in Translator's Workbench, select **Term Recognition Options**. The **Termbase** tab of the **Term Recognition Options** dialog box is displayed.

5 Under **Terminology Provider**, select **MultiTerm 7**.

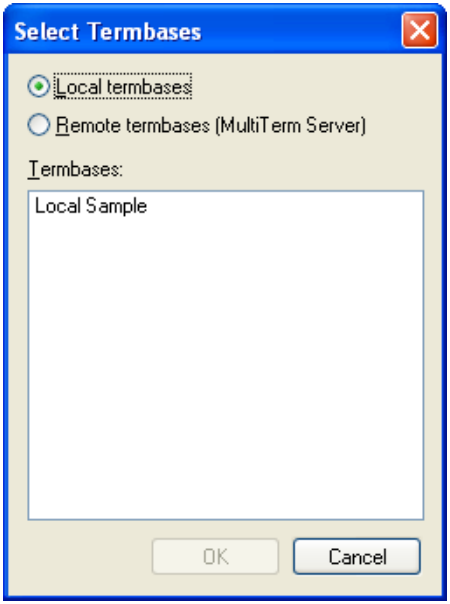


6 Under **Termbase Location**, click **Browse** to open the **Open Termbases** dialog box.



7 Click on the Add (+) icon to open the **Select Termbases** dialog box.

8 In the **Select Termbases** dialog box, specify whether you wish to select one or more local or remote termbases.



- If the termbase you wish to use is stored locally, select **Local termbases** and choose a termbase from the **Termbases** list.
- If the termbase you wish to use is stored remotely, select **Remote termbases (MultiTerm Server)**. The **MultiTerm Server Login** dialog box is displayed. Enter your login details and click **OK** to confirm and to return to the **Select Termbase** dialog box. Select a termbase from the **Termbases** list. Click **OK** to confirm and to return to the **Terminology Recognition Options** dialog box.

TIP

If your login to MultiTerm Server is unsuccessful, select **Remote (MultiTerm Server)** once more and try again. If login is still unsuccessful, contact your MultiTerm administrator.

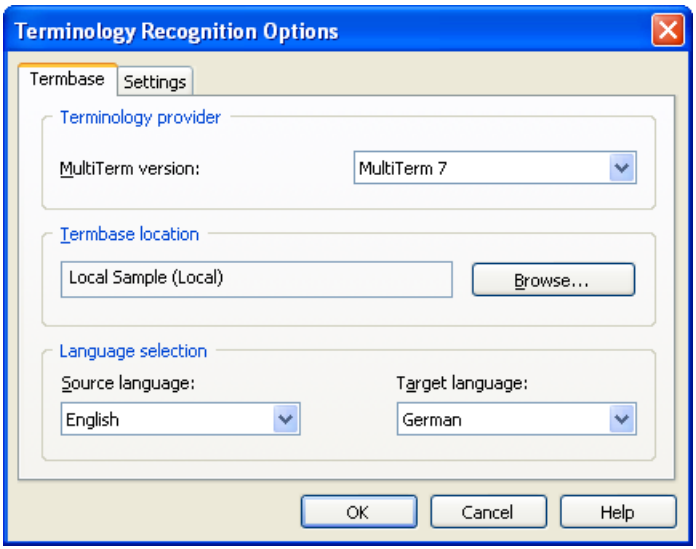
9 In the **Terminology Recognition Options** dialog box, check that the name and location of the selected termbase are displayed in the **Termbase location** text box.

10 Under **Language selection**, check that the specified language direction for the selected termbase is correct. In order for terminology recognition to work, the language direction of the selected termbase must correspond to the language direction of the translation memory you intend to use.

In the following screenshot, we have selected the local sample termbase, *Local Sample*, for term recognition and the language direction is set to *English-German*.

NOTE

All searches are performed on the currently selected source language.



11 Click the **Settings** tab to specify the **Minimum match value** and **Search depth** for term recognition searches. For more information, see "Term Recognition Settings" on page 6-10.

12 Click **OK** to confirm the termbase settings and to return to the main program window for Translator's Workbench.

13 From the **Options** menu in Translator's Workbench, select **Term Recognition** to turn the term recognition feature on. When this feature is active, the Workbench program window includes a dedicated terminology window.

The interface between Translator's Workbench and MultiTerm is now set up for active term recognition during translation.

FOR MORE INFORMATION

For more information, see "MultiTerm 7 Term Recognition Window" on page 6-11.

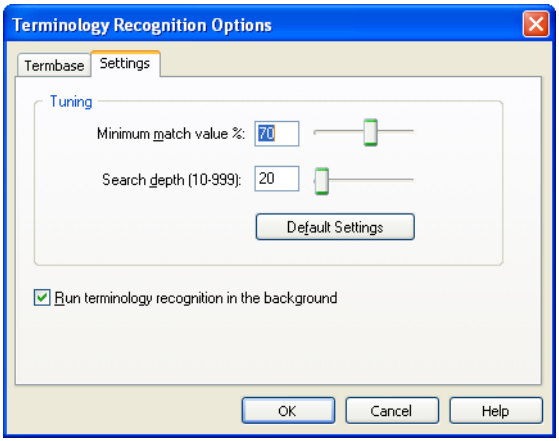
Term Recognition Settings

Before you start translating, check the current term recognition settings. These settings are available on the **Settings** tab of the **Terminology Recognition Options** dialog box and they allow you to define the minimum match value and search depth for term recognition searches.

To define term recognition settings:

1 From the **Options** menu in Translator's Workbench, select **Term Recognition Options**.

2 In the **Term Recognition Options** dialog box, click the **Settings** tab.



3 Specify the **Minimum match value** for term recognition. The minimum match value expresses the minimum degree of similarity between the terminology in your source segment and the terminology found in MultiTerm. The higher the value, the more alike terms must be. Translators work with different values according to their requirements. You can set a value between 30 and 100%. We recommend a minimum match value of between 65% and 75%. The default setting is 70%.

4 Specify the **Search depth** for term recognition searches. When scanning source segments for terminology, Translator's Workbench evaluates not only single words but also multi-word units, trying to find similar terms in the current termbase. The search depth value defines the number of fuzzy matches Translator's Workbench should return examine in the current termbase. Increasing the **Search depth** value slows down terminology recognition. You can set any value within the range allowed. The default search depth setting is *20* (matches) and for a single termbase search, this value should produce satisfactory results for local termbases but for searching multiple termbases or when searching larger termbases you should set the search depth to a higher value.

5 To restore the default match value and search depth settings at any stage, click **Default Settings**.

6 To run term recognition independently of the translation memory search, click **Run terminology recognition in the background**. When you select this option, Translator's Workbench returns the results of each operation separately. Because term recognition generally takes longer than the translation memory search, this may speed up translation. This setting is active by default.

7 Click **OK** to confirm your settings and to return to the main Workbench program window.

MULTITERM 7 TERM RECOGNITION WINDOW

The interface between Translator's Workbench and MultiTerm 7 provides direct access to the MultiTerm 7 term recognition window, where termbase entries are displayed in full.

To access the MultiTerm 7 term recognition window from Translator's Workbench:

- Double-click the dictionary icon for the current term in the Workbench terminology window. The corresponding termbase entry is displayed in full in the MultiTerm 7 term recognition window.
- Select text in any of the Workbench windows and use the **Search in MultiTerm** or **Fuzzy Search in MultiTerm** shortcut menu commands to search the termbase. Search results are displayed in the MultiTerm 7 term recognition window.

NOTE

Searches are performed on the currently selected source index.

As well as displaying entries in full, the MultiTerm 7 term recognition window allows you to change the entry display and to browse to adjacent termbase entries. These features are outlined in the following section.

NOTE

The MultiTerm 7 term recognition window offers a limited number of search options for the purposes of terminology recognition during translation. To avail of the full range of MultiTerm 7 search options including advanced filter functionality, use MultiTerm Desktop. For more information, see the *MultiTerm User Guide*.

Using the MultiTerm 7 Term Recognition Window

The following example is based on the MultiTerm 7 sample termbase, *Local Sample*. Use this termbase to work through the example on your own computer.

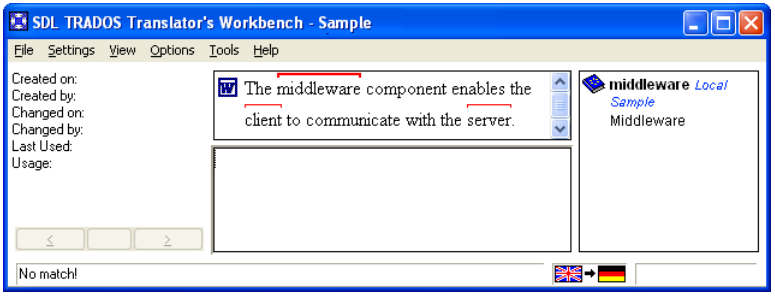
1 Launch Microsoft Word. Create a new Word document, save it and assign a file name, for example, `Term recognition_MultiTerm 7.doc`.

2 Set up the interface between MultiTerm 7 and Translator's Workbench. For more information, see "Setting up Terminology Recognition" on page 6-5.

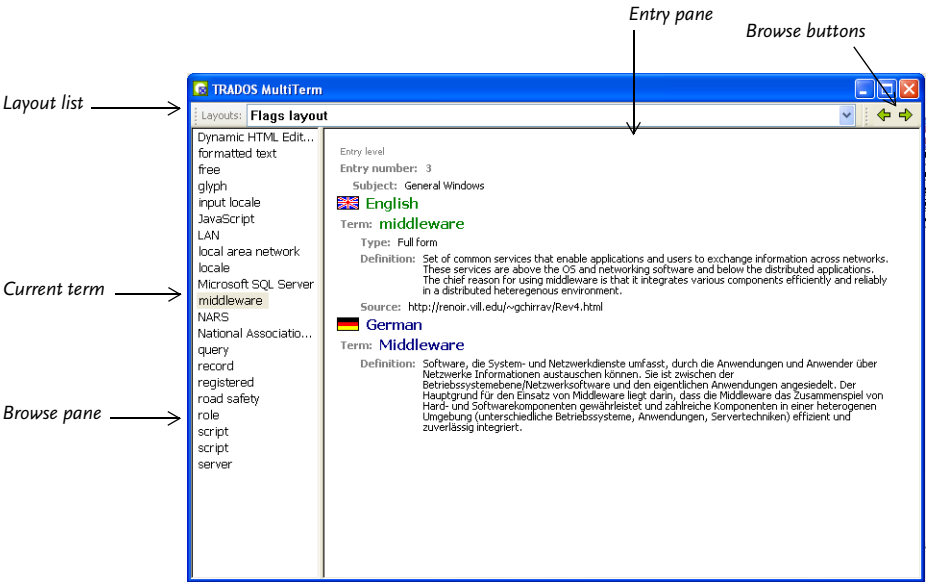
3 To simulate translation, type the following source segment in Word:
The middleware component enables the client to communicate with the server.

4 Reposition your cursor at the beginning of the source segment you have just typed and click **Open/Get** on the Workbench toolbar in Word.

No match is found in the translation memory for the source segment. However, three known terms have been identified and highlighted in the source segment: *middleware*, *client* and *server*.



5 Double-click on the dictionary icon for the current term in the terminology window. This opens the MultiTerm 7 term recognition window, where the full entry for the current term is displayed in the entry pane.

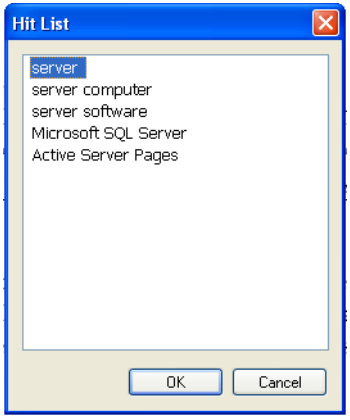

Entry pane
Browse buttons
Layout list
Current term
Browse pane
TRADOS MultiTerm
Layouts: Flags layout
Dynamic HTML Edit...
formatted text
free
glyph
input locale
JavaScript
LAN
local area network
locale
Microsoft SQL Server
middleware
NARS
National Associatio...
query
record
registered
road safety
role
script
script
server
Entry level
Entry number: 3
Subject: General Windows
English
Term: middleware
Type: Full form
Definition: Set of common services that enable applications and users to exchange information across networks. These services are above the OS and networking software and below the distributed applications. The chief reason for using middleware is that it integrates various components efficiently and reliably in a distributed heterogenous environment.
Source: http://renoir.vill.edu/~gchirrav/Rev4.html
German
Term: Middleware
Definition: Software, die System- und Netzwerkdienste umfasst, durch die Anwendungen und Anwender über Netzwerke Informationen austauschen können. Sie ist zwischen der Betriebssystemebene/Netzwerksoftware und den eigentlichen Anwendungen angesiedelt. Der Hauptgrund für den Einsatz von Middleware liegt darin, dass die Middleware das Zusammenspiel von Hard- und Softwarekomponenten gewährleistet und zahlreiche Komponenten in einer heterogenen Umgebung (unterschiedliche Betriebssysteme, Anwendungen, Servertechniken) effizient und zuverlässig integriert.

Use the term recognition window to display further term data as follows:

- Entry pane – displays the entry that corresponds to the current term or search text. Source language information is displayed at the top of the entry pane, followed by target language information. Use the browse pane or browse buttons to display termbase entries that are alphabetically adjacent.
- Browse pane – the current term or search text is highlighted in the browse pane. The browse pane also lists up to 20 other source terms that are alphabetically adjacent. Select another source term in the browse pane to display the corresponding entry in the entry pane.
- Browse buttons – use the previous and next browse buttons to move through the source terms in the browse pane, displaying the full termbase entry for each highlighted term.
- Layout list – to change the way entries are displayed in the entry pane, select a different layout from the **Layouts** drop-down list.

6 To carry out a normal termbase search from Translator's Workbench, select *client* in the source window, right-click to access the shortcut menu and choose **Search in MultiTerm**. MultiTerm finds an exact match in the termbase and the corresponding entry is displayed in full in the term recognition window.

7 To carry out a fuzzy search from Translator's Workbench, select *server* in the source window, right-click to access the shortcut menu and choose **Fuzzy Search in MultiTerm**. MultiTerm finds several matching terms for the search text and displays the results in the **Hit List** dialog box.



- Select a term in the **Hit List** dialog box and double-click (or click **OK**) to display the corresponding entry in the entry pane of the term recognition window.
- Click **Cancel** to return to Translator's Workbench where you can carry out another search.

8 In Translator's Workbench, finish translating the current source segment, using the **Get Term** buttons on the Workbench toolbar in Word to transfer known terms to the target field.

9 Click **Set/Close** on the Workbench toolbar to confirm the new translation and to close the translation unit. This completes the mock translation.

ADDING A TERM TO MULTITERM

To add a term to your termbase when you are working in the Trados/Word environment:

1 In Microsoft Word, select the word or phrase that you want to add to the MultiTerm glossary.

2 With the term highlighted, select **Add Entry** from the MultiTerm menu. You can use the keyboard shortcut: [Ctrl]+[Shift]+[M]

3 If the **Show Quick Entry** button is enabled, the **MultiTerm Quick Add Entry** dialog box is displayed.

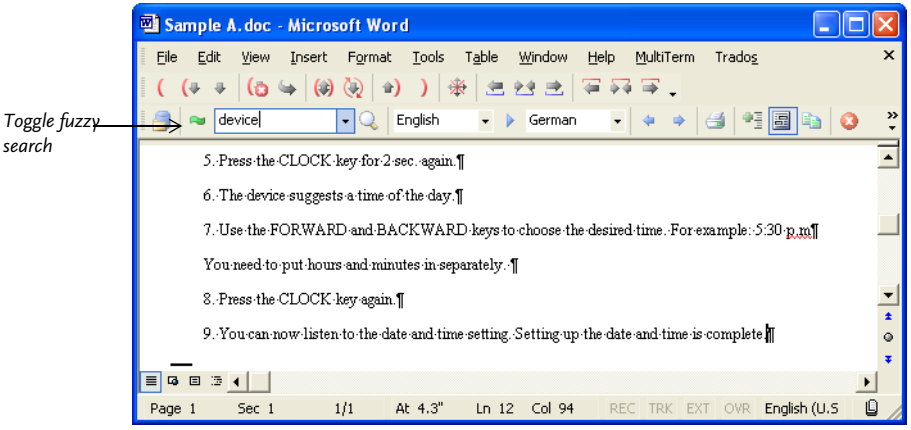
4 You can choose to add the term as a source or target language term.

5 You can add extra information like a note or a definition. For example, you may want to add a note to say that you have added this term from a particular document.

6 Choose a field from the list of Field labels, and add your note in the Field content box.

To search for a term when you are translating in the Trados-Word environment:

1 Type the term you are searching for into the Search Text box.


Toggle fuzzy search
Sample A.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help MultiTerm Trados
device
English
German
5. Press the CLOCK key for 2 sec. again.
6. The device suggests a time of the day.
7. Use the FORWARD and BACKWARD keys to choose the desired time. For example: 5:30 p.m.
You need to put hours and minutes in separately.
8. Press the CLOCK key again.
9. You can now listen to the date and time setting. Setting up the date and time is complete.
Page 1 Sec 1 1/1 At 4.3" Ln 12 Col 94 REC TRK EXT OVR English (U.S

2 You do not have to spell the term exactly, you can activate the fuzzy search option and the search will return terms which are similar to the term you have entered into the Search Text box.

To add a term to your termbase when you are working in TagEditor:

1 In TagEditor, select the word or phrase that you want to add to the MultiTerm glossary.

2 With the word(s) highlighted right click and choose **Add Term** from the context menu. You can use the keyboard shortcut: [Ctrl]+[Alt]+[A]

3 Select **Set as Source** or **Set as Target** based on whether the term you are adding is in the source or target language.

4 Select **Add Term** > **Submit to MultiTerm**. The **Submit to MultiTerm** dialog box is displayed.

5 Enter the corresponding source or target term.

6 Click **Add** to add the term to the termbase.

7 You can choose to add the term as a source or target language term.

8 You can add extra information like a note or a definition. You may want to add a note to say that you have added this term from a particular document.

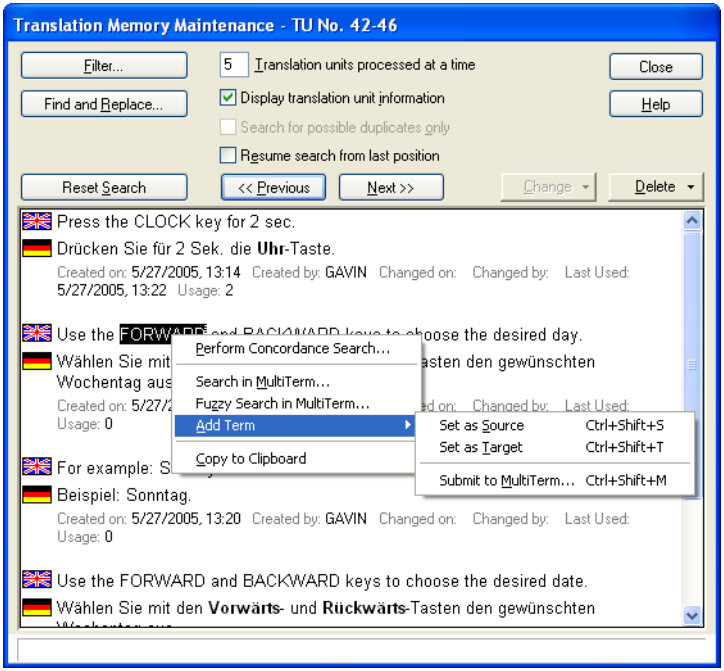
9 Choose a field from the list of Field labels, and add your note in the Field content box.

To add terms from Translator's Workbench:

You can add terms directly from within Translator's Workbench, from the Concordance window or from the Maintenance window or directly from within the source window.

1 Select the term you want to add by double-clicking and highlighting it.

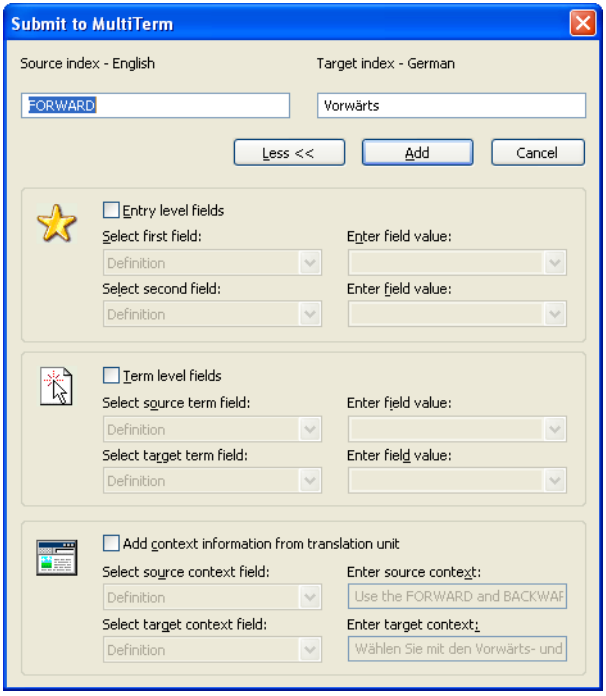
2 Right-click and choose **Add term** from the context menu.


Translation Memory Maintenance - TU No. 42-46
Filter...
5 Translation units processed at a time
Close
Find and Replace...
Display translation unit information
Help
Search for possible duplicates only
Resume search from last position
Reset Search
<< Previous
Next >>
Change
Delete
Press the CLOCK key for 2 sec.
Drücken Sie für 2 Sek. die Uhr-Taste.
Created on: 5/27/2005, 13:14 Created by: GAVIN Changed on: Changed by: Last Used:
5/27/2005, 13:22 Usage: 2
Use the FORWARD
Perform Concordance Search...
Search in MultiTerm...
Fuzzy Search in MultiTerm...
Add Term
Copy to Clipboard
Set as Source Ctrl+Shift+S
Set as Target Ctrl+Shift+T
Submit to MultiTerm... Ctrl+Shift+M
For example:
Beispiel: Sonntag.
Created on: 5/27/2005, 13:20 Created by: GAVIN Changed on: Changed by: Last Used:
Usage: 0
Use the FORWARD and BACKWARD keys to choose the desired date.
Wählen Sie mit den Vorwärts- und Rückwärts-Tasten den gewünschten

3 With your source term selected choose **Set as Source.**

4 Highlight the target term you want to add to the entry and select **Set as Target**.

5 Select **Submit to MultiTerm**. The **Submit to MultiTerm** dialog box is displayed. Choose **More** to see the full dialog box:



You can add more information to your entry and include the translation unit as contextual information. The entry is marked as incomplete in the termbase so that when reviewing the termbase you can search for all incomplete entries and make sure that they are valid.

FOR MORE INFORMATION

For more information about MultiTerm, see the MultiTerm User Guide.

SPELLING AND VERIFICATION PLUG-INS

This chapter introduces the spelling checker and verification plug-ins in TagEditor. Sections include:

- Overview of the TagEditor plug-ins
- Working with the spelling checker plug-ins
- TagEditor verification plug-ins
- Defining verification settings
- Using the plug-ins to verify target files
- Using the message pane to locate tag changes in the target file
- TagEditor message filter plug-ins
- SDL Trados Terminology Verifier
- SDL Trados QA Checker

Chapter 7

OVERVIEW

This chapter introduces the TagEditor plug-ins. It shows you how to access the plug-ins in TagEditor and how to use them for the purpose of spell-checking, verifying and validating target files.

Audience

The information in this chapter is relevant to all users who are working in the TagEditor editing environment.

NOTE

If you are using SDL Trados Synergy, you can validate your files from within this application.

About TagEditor Plug-ins

The following plug-ins are available with TagEditor:

- TeamWorks Verifiers– allow you to run verifiers both at global TeamWorks project and at individual document level in TagEditor so that you can verify thatall errors that a TeamWorks plug-in has reported have been fixed.
- Spelling checkers – the WinterTree and Word spelling checkers allow you to check spelling in your target files.
- Verifiers – this plug-in category includes the Generic Tag Verifier, the XML Validator, the S-Tag Verifier, the Excel Verifier, the Win32Binary Verifier and the RC Verifier, These plug-ins allow you to verify or validate the tag content of your target files before converting them back to their original format. Use the verification plug-ins in conjunction with the message pane in TagEditor, which provides you with a complete list of verification messages and direct access to tag errors in the target file.
- Message filters – a message filter allows you to customise the list of messages that is generated by the verification and validation plug-ins. TagEditor ships with a message filter for the XML Validator, called the XML Validator Filter.
- TagEditor plug-ins – this category includes the TradosTag Viewer plug-in, which allows you to preview and print TradosTag (TTX) documents from within Internet Explorer and the Snippet Mark-up Plug-in 1.0, which allows you to convert parts of text embedded in files to internal tags so that they are not treated as translatable text. It also includes any third-party plug-ins that are developed to integrate TagEditor with other systems or to provide extra functionality.

FOR MORE INFORMATION

For more information about the TradosTag Viewer plug-in, see Chapter 9.

- SDL Trados Terminology Verifier – this plug-in allows you to verify or validate the terms used in you document against the terms contained in the termbase.
- SDL Trados QA Checker – this plug-in incorporates a suite of quality assurance checks that are performed on the current TagEditor document.

Plug-ins Dialog Box

The **Plug-ins** dialog box in TagEditor provides you with a central point of access for all plug-ins. Use the **Plug-ins** dialog box to activate plug-ins and define settings.

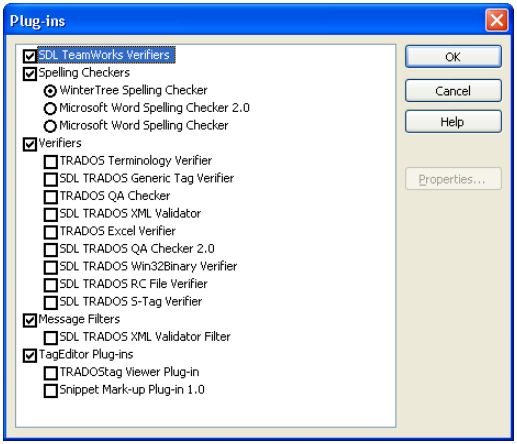
NOTE

Any settings you define here will affect the general verification plug-in settings in SDL Trados Synergy.

To access the **Plug-ins** dialog box:

- Click the **Plug-ins Settings** button on the Standard toolbar in TagEditor, *or*
- Select **Plug-ins** from the **Tools** menu in TagEditor.

The **Plug-ins** dialog box is displayed.



- To activate a plug-in, select the plug-in category and then select the plug-in itself.
- To define plug-in settings, click **Properties** to open the property page for the selected plug-in.

NOTE

In the **Plug-ins** dialog box, third-party plug-ins may also be listed either under **Spelling Checkers** or **TagEditor Plug-ins**.

SPELLING CHECKER PLUG-INS

TagEditor has three spelling checker plug-ins, allowing you to check the spelling of target text in your document. These are the WinterTree Spelling Checker, the Word Spelling Checker and the Word Spelling Checker 2.0.

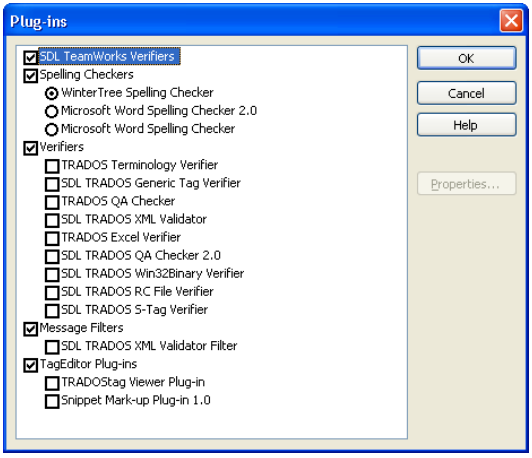
- WinterTree Spelling Checker – supports the following languages by default: Brazilian (Portuguese), Danish, Dutch, English (UK), English (US), Finnish, French, German, Italian, Iberian Portuguese, Norwegian, Spanish and Swedish. You can provide additional language support by adding custom dictionaries to the default properties for this spelling checker.
- Word Spelling Checker 2.0 – you must configure the Word Spelling Checker in Word before using Word Spelling Checker 2.0 in TagEditor. Language support corresponds to the language support that is available in your installation of Word.
- Word Spelling Checker – this is an earlier version of the Word Spelling Checker.

The spelling checker plug-ins can be activated or deactivated as required from the **Plug-ins** dialog box in TagEditor.

Working with the Spelling Checkers

To activate a spelling checker:

1 Select the **Plug-ins** command from the **Tools** menu. The **Plug-ins** dialog box is displayed.

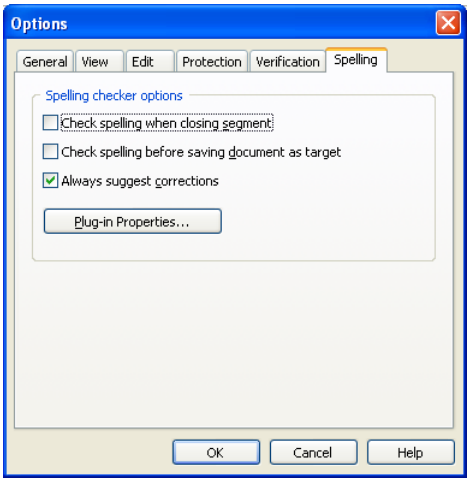


2 Select the spelling checker that you want to use and click **OK**.

TagEditor can run the spelling checker automatically every time you close a segment and/or before you save the translated document in its target language version.

To define the settings for automatic spell checking:

- Choose **Options** from the **Tools** menu. The **Options** dialog box is displayed. Select the setting that you want and click **OK**.



Alternatively, select **Check Spelling** on the **Tools** menu or click on the standard toolbar to run the spelling checker at any time during translation.

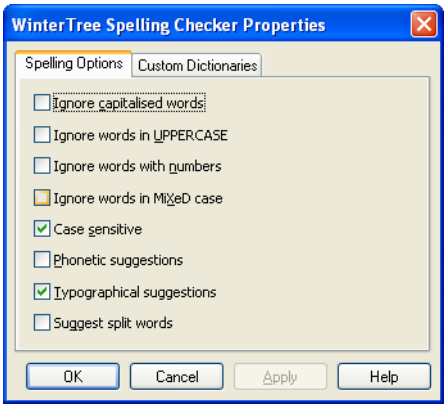
NOTE

The spelling checkers only check target text. Because of this, the spelling checkers will not run unless the document is a TradosTag document (TTX file) with at least one segment translated.

WinterTree Spelling Checker Properties

The **WinterTree Spelling Checker Properties** dialog box gives you access to the **Spelling Options** tab and the **Custom Dictionaries** tab, where you can set spelling options and add custom dictionaries as required. There are several ways to access the **WinterTree Spelling Checker Properties** dialog box:

- Select **Check Spelling** on the **Tools** menu and click **Options**.
- Select **Plug-ins** on the **Tools** menu, activate the **WinterTree Spelling Checker** and click **Options**.
- Select **Options** on the **Tools** menu, open the **Spelling** tab and click **Plug-in Properties**.



FOR MORE INFORMATION

For more information on the **Spelling Options** and **Custom Dictionaries** tabs, see the online help for TagEditor.

Word Spelling Checker Properties

There is no property page for the Word Spelling Checker or the Word Spelling Checker 2.0 in TagEditor. The Word Spelling Checker must be configured in Microsoft Word. For more information about configuration, see the TagEditor Help.

TAGEDITOR VERIFICATION PLUG-INS

This section introduces the TagEditor verification plug-ins. It contains general information about verification and the difference between segment level and document level verification. The verification plug-ins are used for document level verification.

About Verification

Tag verification compares the tag content of target material with the tag content of the original source material and identifies any changes that were made. Changes in the target material are acceptable provided that the syntax of tags remains intact and the translated document can be converted back to its original format. Tag verification helps to ensure that only acceptable changes are made.

NOTE

Because tag verification involves the comparison of source and target material, files must be in TradosTag bilingual format (TTX) in order for verification to take place.

Tag verification can be carried out at segment level or at document level.

Segment Level Verification

During interactive translation, TagEditor automatically verifies the number, names and order of internal tags in each target segment that you send to the translation memory. If there are changes, a warning is returned. You can define settings for segment level verification in the **Verification** tab of the **Options** dialog box (**Tools** menu).

FOR MORE INFORMATION

For more information, see “Customising the Tags Toolbar” on page 4-18.

Document Level Verification

TagEditor allows you to verify the tag content of whole documents, whether partially or fully translated, using the verification plug-ins that are available for each of the supported file formats.

The verification plug-ins look at the tag content of the target file as a whole and identify any changes that have been made during translation. Tag changes are reported in the message pane in TagEditor; the message pane provides direct access to tag changes in the target file. Tag changes are classified according to levels of severity and reported as errors, alerts or warnings.

WARNING

Tag changes in the target file that are classified as errors must be fixed before the file can be converted back to its original format. Tag changes that are classified as alerts and warnings do not prevent backward conversion but should be checked in order to avoid undesirable effects in the finished document.

We recommend that you use the verification plug-ins to carry out document level verification wherever possible. When used in conjunction with the message pane, the verification plug-ins provide you with a fast and efficient way of fixing tag errors. Successful verification with the plug-ins can guarantee backward conversion of your target files.

NOTE

You can also use the verification plug-ins from within SDL Trados Synergy.

Generic Tag Verifier

The Generic Tag Verifier supports the following file types:

- HTML, SGML and XML documents
- PowerPoint documents
- Workbench RTF files
- STF files (converted FrameMaker and Interleaf documents)
- PageMaker, QuarkXPress, InDesign and Ventura tagged text files.

The properties of the Generic Tag Verifier plug-in vary depending on the type of file that is being processed. For more information, "Defining Settings for the Generic Tag Verifier" on page 7-13.

NOTE

- Use the Generic Tag Verifier in conjunction with the XML Validator to verify and validate XML target files.
- When verifying target STF files, use *either* the Generic Tag Verifier *or* the S-Tag Verifier. Using both plug-ins will result in the duplication of error messages. SDL recommend using the S-Tag Verifier as successful verification with this plug-in guarantees backward conversion of the target STF files.

XML Validator

The XML Validator supports XML documents and uses the XML parser DLL, `XercesRS.dll`, to generate verification messages. This DLL is shipped with SDL Trados.

Use the XML Validator in conjunction with the Generic Tag Verifier to validate target XML files. Successful verification with the XML Validator validates the target XML file and guarantees conversion back to its original format. For more information about XML Validator properties, see "Defining Settings for the XML Validator" on page 7-16.

NOTE

You can also use the XML Validator in conjunction with the XML Validator Filter. The XML Validator Filter is a message filter plug-in that allows you to customise the message list that is generated by the XML Validator. For more information, "Message Filter Plug-ins" on page 7-22.

S-Tag Verifier

The S-Tag Verifier supports STF files. Successful verification with the S-Tag Verifier validates the target STF file and guarantees conversion back to its original format. For this reason, we recommend that you use the S-Tag Verifier rather than the Generic Tag Verifier to verify target STF files.

The S-Tag Verifier plug-in in TagEditor uses the same verification messages and error levels as the stand-alone S-Tagger and S-Tag Verifier applications. For more detailed information about these messages, see the online help for any of these applications. The S-Tag Verifier plug-in properties allow you to suppress certain alerts or warnings. For more information, "Defining Settings for the S-Tag Verifier" on page 7-17.

NOTE

The verification process for STF involves the comparison of two separate STF files. For this reason, the S-Tag Verifier plug-in saves the current bilingual file in TagEditor as target (in TTX, RTF or TXT format) and then compares the target file to the source material in the bilingual file.

Excel Verifier

The Excel Verifier supports Excel files translated in TagEditor. There is no property page for the Excel Verifier in TagEditor.

The Excel Verifier checks to ensure that Excel worksheet names are 31 characters or less and that they do not include any of the following characters: \ / ? : * [ ].

Select Verify from the Tools menu to start the verification. If invalid worksheet names are found errors are reported in the message window. You can double-click on the message to jump to the line that contains the invalid worksheet name and correct it.

Win32Binary Verifier

The Win32Binary Verifier supports Windows Binary files (*.exe, *.dll, *.ocx) translated in TagEditor and checks for common translation errors such as duplicate hotkeys. For more information see the *File Formats Reference Guide*.

RC Verifier

The RC Verifier supports RC files translated in TagEditor and checks for common translation errors such as duplicate hotkeys. Successful verification with the RC Verifier validates the target RC file.For more information see the *File Formats Reference Guide*.

USING THE VERIFICATION PLUG-INS

This section provides general information about the verification process at document level. It describes the properties of each verification plug-in and shows you how to define verification settings. It shows you how to verify target files using the plug-ins, and how to fix tag errors afterwards using the message pane in TagEditor.

The Verification Process

Follow these steps to verify target files using the verification plug-ins:

1. In TagEditor, save the file for verification in TradosTag bilingual format (TTX). The file for verification may be partially or fully translated.

2. In the **Plug-ins** dialog box, activate the plug-in that you wish to use for verification. Use more than one verification plug-in where appropriate, for example, activate the XML Validator and the Generic Tag Verifier to verify XML documents. Activate the XML Validator Filter if you wish to filter the messages that are generated by the XML Validator.

3. Open the relevant properties page(s) to define settings for the verification and message filter plug-in(s) you intend to use. Use the **Plug-in Properties** button on the **Verification** tab (**Options** dialog box) to open the properties pages for all active plug-ins at once. For more information about verification settings, "Verifier Property Pages" on page 7-12. For more information about message filter settings, "Using the XML Validator Filter" on page 7-22.

4. Verify the target file. Select the **Verify Tags** command (**Tools** menu) or click **Verify Tags** on the Standard toolbar to start the operation. This command verifies the tag content of the active document using the active verification plug-in and the current plug-in settings. If tag changes are detected, messages are automatically displayed in the message pane in TagEditor. Each message contains information about the nature of the tag change, its location in the target file and the level of severity.

5. Use the message pane and the Messages toolbar to locate tag changes in the target file. For more information, "After Verifying the Target Files" on page 7-19.

6. Fix all tag errors in the target file as these must be corrected before backward conversion can take place. Check all alerts and warnings and edit tags as necessary. If necessary, modify tag protection settings to allow tag content in the target file to be edited.

7. After fixing or editing tags, run the verification process again. Continue verifying the file until you are satisfied that any remaining alerts or warnings refer to tag changes that are intentional.

8 After the file has been successfully verified, use the **Save Target As** command in TagEditor to remove bilingual data and restore the original file format. Alternatively, use the clean up feature in Translator's Workbench to remove bilingual data, update the translation memory and convert the target file to its original format. STF files require further processing in the S-Taggers to convert back to FrameMaker MIF or Interleaf ASCII format.

FOR MORE INFORMATION

For information about using the clean up feature after verification, see "Cleaning Up Translated Documents" on page 8-16.

Verifier Property Pages

Some of the verification plug-ins have a properties page where you can define settings for the verification process. Verifier properties are format-specific and the properties page for each plug-in is different. There is a properties page for the Generic, XML and S-Tag plug-ins only.

The properties page always refers to the document that is currently open in TagEditor (or the relevant tag settings file) for format-specific information about tag content. With this information, potential tag errors and error levels are identified.

NOTE

You must open a file of the relevant type in TagEditor in order to view properties and define settings for that format on the properties page.

To access the property page for any of the verification plug-ins:

- In the **Plug-ins** dialog box, activate the plug-in for which you wish to define settings and click **Properties** to open the property page.
- In the **Verification** tab of the **Options** dialog box, click **Plug-in Properties** to open the **Verification Properties** dialog box. This dialog box contains property pages for all verification and message filter plug-ins that are currently active in TagEditor. The **Plug-in Properties** button is only available if at least one plug-in is available in the **Plug-ins** dialog box.

Defining Settings for the Generic Tag Verifier

You can define settings for the Generic Tag Verifier in the **Generic Tag Verifier** dialog box. This dialog box displays the list of all file types for which you can define deneric tag settings in TagEditor.

NOTE

In some situations, you may need to work with a read-only tag settings file that cannot be modified. Because the tag settings file cannot be modified, you cannot customise the settings for the Generic Tag Verifier or the XML Validator plug-ins. Use the default settings instead.

Generic Tag Verifier Settings

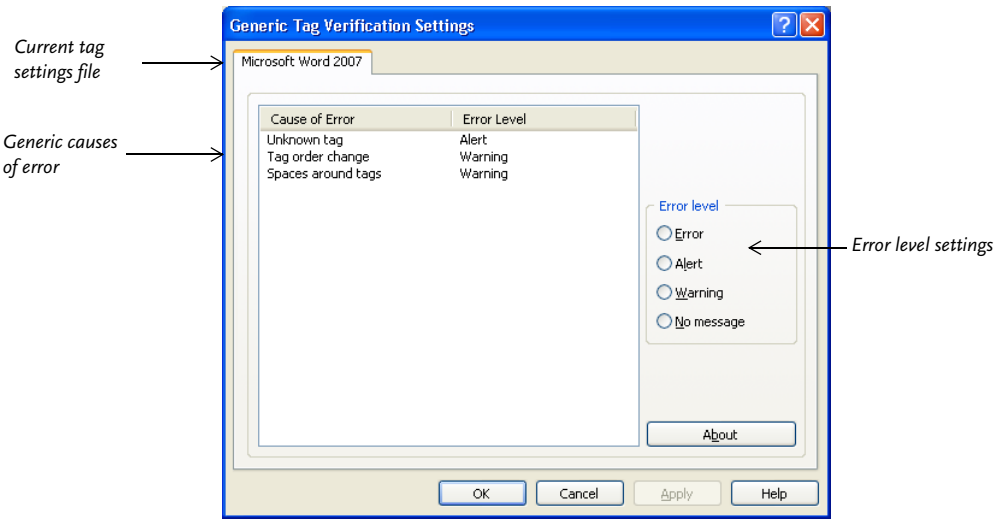
For all document types, the Generic Tag Verifier identifies two generic causes of error and classifies them as follows:

- An unknown tag in the target file generates an *error*. Tags are considered to be unknown if they do not feature in the relevant tag settings file.
- A tag order change in the target file generates a *warning*.

For file types with configurable internal tags, the following cause of error is identifed:

- Entities that are added to the target file are not reported at all.

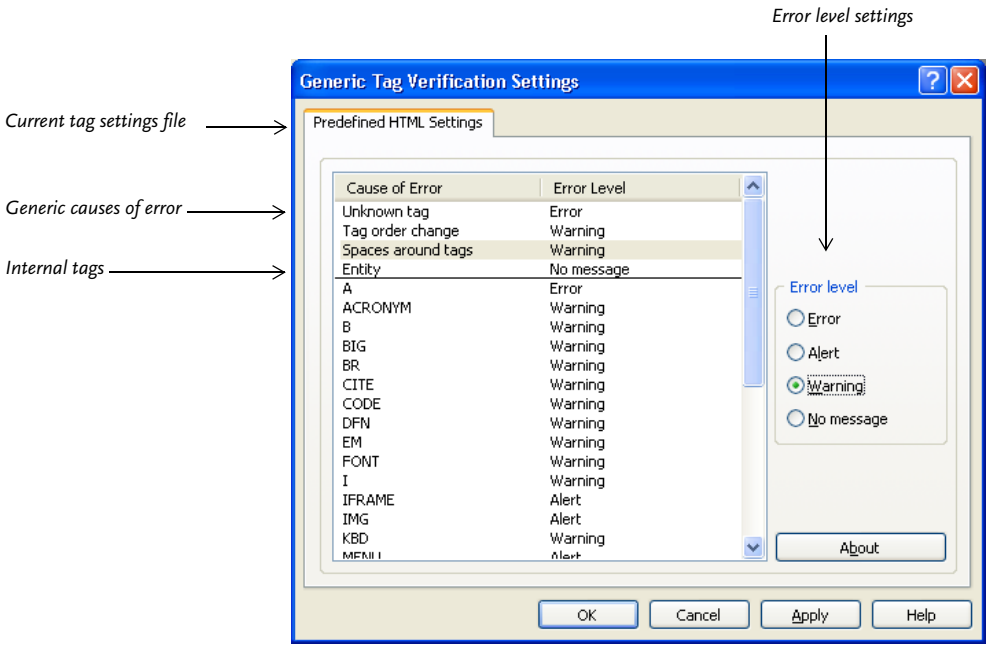
The following screenshot shows the content of the **Generic Tag Verification Settings** dialog box for a Microsoft Word file. The content of this dialog box is similar for any other documents that do not contain configurable internal tags.



- The descriptive name for the current tag settings file is given at the top of the dialog box. For more information about tag settings files, see the online help system for TagEditor.
- The **Cause of Error** column lists the three generic causes of error.
- The **Error level** column indicates the error level that is currently associated with each cause of error.
- The **Error Level** group box allows you to customise error level settings.

For some document types, including HTML, XML, SGML, XLIFF and ResX files, for example, internal tags that have been added to or deleted from the target file may be reported as *errors*, *alerts* or *warnings*. By default, most internal tag changes are reported as *alerts* or *warnings*.

The following screenshot shows the content of the **Generic Tag Verification Settings** dialog box for the default HTML settings file. The content of this dialog box is similar for any other documents that contain configurable internal tags.



- The descriptive name for the current tag settings file is given at the top of the dialog box. For more information about tag settings files, see the online help system for TagEditor.
- The **Cause of Error** column lists the three generic causes of error, followed by a list of internal tags as defined in the current tag settings file.

- The **Error level** column indicates the error level that is currently associated with each cause of error.
- The **Error Level** group box allows you to customise error level settings for the internal tags.

To define generic tag verification settings for documents:

1. In TagEditor, select **Tools** > **Plug-ins** to open the **Plug-ins** dialog box.
2. In the **Plug-ins** dialog box, activate the **SDL Trados Generic Tag Verifier** plug-in and click **Properties** to open the **Generic Tag Verifier** dialog box.
3. In the **Generic Tag Verifier** dialog box, select the file type for which you want to define generic tag verification settings and click **Properties** to open the **Generic Tag Verification Settings** dialog box.
4. In the **Generic Tag Verification Settings** dialog box, customise the error level settings for internal tags (error level settings for external tags are not supported). Settings are saved in the current tag settings file.
5. Click **OK** to confirm settings and to return to the **Generic Tag Verifier** dialog box. Select any other file types that you want to use and define settings if necessary.
6. Click **OK** to return to the **Plug-ins** dialog box and then click **OK** again to return to the main TagEditor program window.

You are now ready to verify the target file. For more information, "The Verification Process" on page 7-11.

Defining Settings for the XML Validator

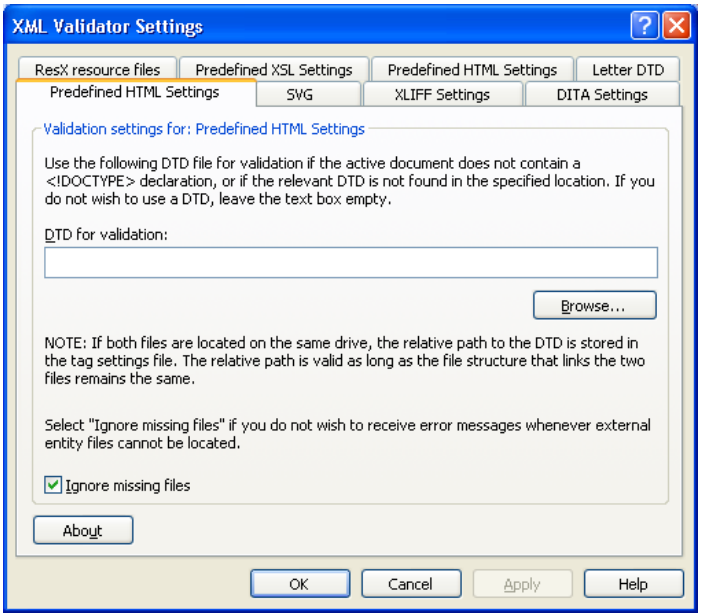
You can define settings for the XML Validator in the **XML Validator Settings** dialog box. Validation is based on the document type of the active XML document and/or the DTD file that you specify on the properties page. Settings are stored in the relevant tag settings file.

To define XML validation settings for documents:

1 In TagEditor, select **Tools** > **Plug-ins** to open the **Plug-ins** dialog box.

2 In the **Plug-ins** dialog box, activate the **SDL Trados XML Validator** plug-in and click **Properties** to open the **XML Validator Settings** dialog box.

3 In the **XML Validator Settings** dialog box, select the tab for the file type for which you want to define XML validator verification settings.


XML Validator Settings
ResX resource files
Predefined XSL Settings
Predefined HTML Settings
Letter DTD
Predefined HTML Settings
SVG
XLIFF Settings
DITA Settings
Validation settings for: Predefined HTML Settings
Use the following DTD file for validation if the active document does not contain a <!DOCTYPE> declaration, or if the relevant DTD is not found in the specified location. If you do not wish to use a DTD, leave the text box empty.
DTD for validation:
Browse...
NOTE: If both files are located on the same drive, the relative path to the DTD is stored in the tag settings file. The relative path is valid as long as the file structure that links the two files remains the same.
Select "Ignore missing files" if you do not wish to receive error messages whenever external entity files cannot be located.
Ignore missing files
About
OK
Cancel
Apply
Help

4 If you want to use a DTD file during validation, under the **DTD for validation** text box, click **Browse** to open the **Select DTD** dialog box. Browse to select the DTD file and click **Open** to confirm your selection. The name and location of the DTD file you have specified is displayed in the **DTD for validation** text box.

5 Select the **Ignore missing files** checkbox if you want to suppress error messages that result from external entity files that are missing.

6 Click **Apply** to save settings for that tab.

7 Click on any other tabs you want to define settings for or upload a DTD file for, define settings and click **Apply** on each tab you make changes to,

8 Click **OK** to confirm your settings and to return to the **Plug-ins** dialog box. Activate any other plug-ins that you want to use and define settings if necessary.

TIP

Use the XML Validator Filter to customise the message list that is generated by the XML Validator. The XML Validator can also be used in conjunction with the Generic Tag Verifier.

9 Click **OK** to return to the main TagEditor program window.

You are now ready to verify the target XML file. For more information, "The Verification Process" on page 7-11.

Defining Settings for the S-Tag Verifier

You can define settings for the S-Tag Verifier plug-in in the **SDL Trados S-Tag Verifier** dialog box. This dialog box has two tabs: **FrameMaker** and **Interleaf**. Each tab gives a list of internal S-Tags in these document types. Use this dialog box to suppress the verification messages for specified tags. Tag changes involving these tags are always reported as *alerts* or *warnings*, and are therefore considered safe to ignore.

To define verification settings for STF files:

1 In TagEditor, select **Tools** > **Plug-ins** to open the **Plug-ins** dialog box.

2 In the **Plug-ins** dialog box, activate the **SDL Trados S-Tag Verifier** plug-in and click **Properties** to open the **SDL Trados S-Tag Verifier** dialog box.

3 In the **S-Tag Verifier Properties** dialog box, select the tab for the file type for which you want to set S-Tagger verification settings (FrameMaker or Interleaf).

4 Select the tags in the list whose messages you wish to suppress.

NOTE

The S-Tag Verifier plug-in uses the same verification messages and error levels as the stand-alone S-Tagger applications. For more detailed information about these messages, see the online help for the S-Tagger for FrameMaker or the S-Tagger for Interleaf.

5 The verification process involves the comparison of S-Tags in the target file with the S-Tags in the source (RTF/STF) file. For the purposes of this comparison, TagEditor derives a temporary target file from the current bilingual version of the active document. TagEditor locates the source file as follows:

- If the source RTF/STF file is available in the same folder as the bilingual TradosTag document, TagEditor uses this file during verification.
- If the source RTF/STF file is not available in either of the above locations, use the **Browse** button beside the **Source STF and ORG files** box to point to the relevant files.
- If you cannot locate the original source RTF/STF file(s), leave the **Source STF and ORG files** box empty. TagEditor will derive a temporary source file from the current bilingual version of the active document. This temporary file is perfectly adequate for the purposes of verification.

NOTE

The creation of temporary source and target files for the purposes of S-Tag verification happens in the background only. Temporary files are unseen during verification and they are deleted as soon as verification is complete.

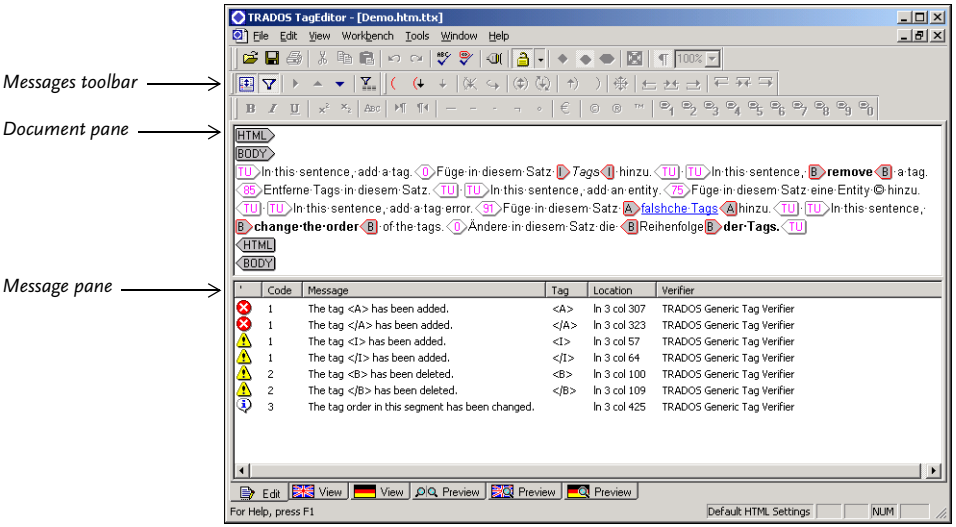
6 Click **OK** to confirm settings and to return to the **Plug-ins** dialog box.

7 Click **OK** to return to the main TagEditor program window.

You are now ready to verify the target STF file. For more information, "The Verification Process" on page 7-11.

After Verifying the Target Files

If tag changes are detected in the target file during verification, messages are automatically displayed in the message pane. The following screenshot shows the message and document panes in TagEditor as they appear immediately after verification.


Messages toolbar
Document pane
Message pane
TRADOS TagEditor - [Demo.htm.ttx]
File Edit View Workbench Tools Window Help
Code Message Tag Location Verifier
1 The tag <A> has been added. <A> ln 3 col 307 TRADOS Generic Tag Verifier
1 The tag </A> has been added. </A> ln 3 col 323 TRADOS Generic Tag Verifier
1 The tag <I> has been added. <I> ln 3 col 57 TRADOS Generic Tag Verifier
1 The tag </I> has been added. </I> ln 3 col 64 TRADOS Generic Tag Verifier
2 The tag <B> has been deleted. <B> ln 3 col 100 TRADOS Generic Tag Verifier
2 The tag </B> has been deleted. </B> ln 3 col 109 TRADOS Generic Tag Verifier
3 The tag order in this segment has been changed. ln 3 col 425 TRADOS Generic Tag Verifier
Edit View View Preview Preview Preview
For Help, press F1
Default HTML Settings
NUM

Each message contains information about the nature of the tag change, its location in the target file and the level of severity. Use the message pane and the Messages toolbar to locate tag changes in the target file. Tag changes that are classified as errors must be fixed before the file can be converted back to its original format. Tag changes that are classified as alerts and warnings do not prevent backward conversion but should be checked and, if necessary, edited, in order to avoid undesirable effects in the finished document. Use the **Open/Get** command to edit the tag content of target segments. Always confirm changes using the **Set/Close** command so that the translation memory is updated with the latest target segment data.

TIP

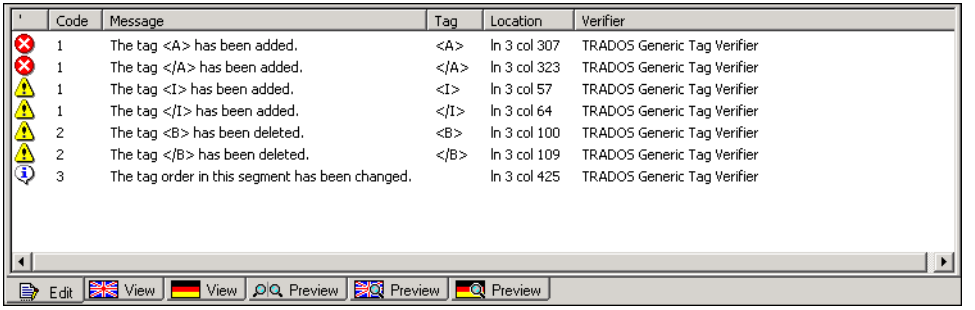
If necessary, modify tag protection settings to allow tag content in the target file to be edited. For more information, see “Tag Protection” on page 4-10.

After fixing tag errors in the target file, we recommend that you run the verification process again. This will ensure that the information in the message pane regarding the location of tag changes is accurate.

- To show or hide the message pane, select **Messages** from the **View** menu.
- To show or hide the Messages toolbar, select **Toolbar** > **Messages** from the **View** menu.

Message Pane

The following screenshot shows the type of information that is displayed in the message pane after verification.


Code
Message
Tag
Location
Verifier
1 The tag <A> has been added. <A> ln 3 col 307 TRADOS Generic Tag Verifier
1 The tag </A> has been added. </A> ln 3 col 323 TRADOS Generic Tag Verifier
1 The tag <I> has been added. <I> ln 3 col 57 TRADOS Generic Tag Verifier
1 The tag </I> has been added. </I> ln 3 col 64 TRADOS Generic Tag Verifier
2 The tag <B> has been deleted. <B> ln 3 col 100 TRADOS Generic Tag Verifier
2 The tag </B> has been deleted. </B> ln 3 col 109 TRADOS Generic Tag Verifier
3 The tag order in this segment has been changed. ln 3 col 425 TRADOS Generic Tag Verifier
Edit
View
View
Preview
Preview
Preview

The information for each verification message is explained in the table below.

Column	Explanation
Icon	Each icon indicates a different error level: – indicates an error. – indicates an alert. – indicates a warning.
Message	Text of the message that is generated by the verification plug-in.
Tag	Name of the tag that has been changed, added or deleted.
Location	Location of the tag change in the target file.
Verifier	Name of the plug-in that generated the message.

Working with the Message Pane

Tag errors in the target file must be fixed; alerts and warnings should be checked and, if necessary, edited. Use the following message pane commands to navigate the target file and locate tag changes:

- To sort list items according to the contents of a particular column, click on the relevant column heading.
- To move from the message pane to the document pane and vice versa, press [F6] and [Shift]+[F6].
- Double-click a message to locate the corresponding tag change in the target file.
- To locate the tag change that is described in the next message, press [F4]. To locate the tag change that is described in the previous message, press [Shift]+[F4].
- Right-click a message to access the shortcut menu and the following commands:
  - **Go to Location** – locates the corresponding tag change in the target file.
  - **Apply Filters** – activates and deactivates the message filter for the current plug-in.
  - **Filter Settings** – displays the **Message List Filters** dialog box, where you can access the properties page and define settings for the message filter.
  - **Hide** – hides the message pane.

Messages Toolbar

The Messages toolbar contains a series of commands that are also designed to help you navigate the target file and locate tag changes. The commands are similar to those that are available in the message pane. For more information, see the online help for TagEditor.

MESSAGE FILTER PLUG-INS

This section introduces the message filter plug-ins. It explains how to define settings on the message filter properties page and shows you how to use the message filter after verification.

About Message Filters

Message filters are used in conjunction with the verification plug-ins. A message filter allows you to reduce the number of messages that are displayed on the message pane after verification by filtering out or hiding certain messages. This is useful if you are sure that certain types of message can be safely ignored. It allows you to focus on the most significant messages and the corresponding tag changes in the target file. You can easily redisplay hidden messages at any stage by deactivating the message filter.

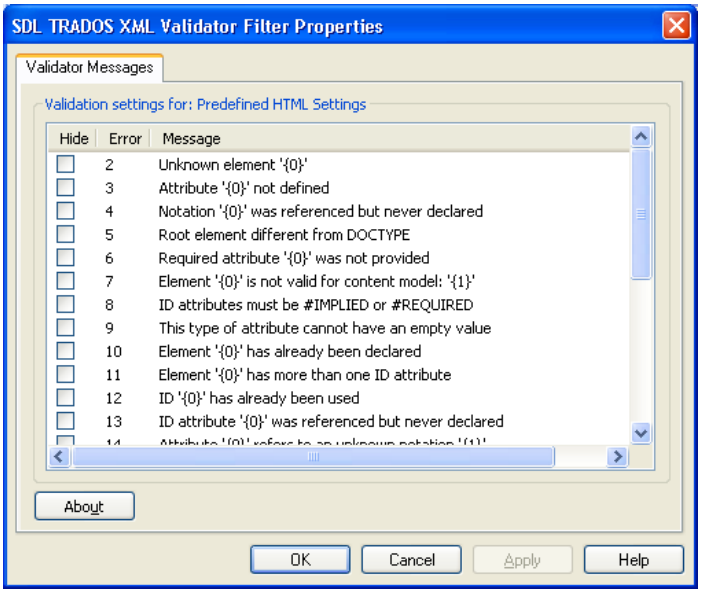
Use the XML Validator Filter to hide messages that are generated by the XML Validator plug-in. If you have access to any third-party message filter plug-ins, they will be listed alongside the XML Validator Filter in the **Plug-ins** dialog box.

Using the XML Validator Filter

To define settings for the XML Validator Filter:

1. In TagEditor, open the XML document for which you wish to define settings. TagEditor activates the relevant tag settings file.
2. From the Tools menu, select **Plug-ins** to open the **Plug-ins** dialog box.

3 In the **Plug-ins** dialog box, activate the **SDL Trados XML Validator Filter** plug-in and click **Properties** to open the **SDL Trados XML Validator Filter Properties** dialog box.


SDL TRADOS XML Validator Filter Properties
Validator Messages
Validation settings for: Predefined HTML Settings
Hide
Error
Message
2 Unknown element '{0}'
3 Attribute '{0}' not defined
4 Notation '{0}' was referenced but never declared
5 Root element different from DOCTYPE
6 Required attribute '{0}' was not provided
7 Element '{0}' is not valid for content model: '{1}'
8 ID attributes must be #IMPLIED or #REQUIRED
9 This type of attribute cannot have an empty value
10 Element '{0}' has already been declared
11 Element '{0}' has more than one ID attribute
12 ID '{0}' has already been used
13 ID attribute '{0}' was referenced but never declared
About
OK
Cancel
Apply
Help

- The descriptive name for the current tag settings file is given at the top of the dialog box. Filter settings for the current document type are stored in this file.
- The messages that are generated by the XML Validator during verification are listed in the **Message** column.

4 To hide a message so that it does not appear on the message pane after verification, select the corresponding check box. Make sure that the selected messages can be safely ignored, or, alternatively, remember to display hidden messages when you are checking the message list after verification.

5 Click **OK** to confirm settings and to return to the **Plug-ins** dialog box. If necessary, activate the XML Validator plug-in and define settings before closing the **Plug-ins** dialog box.

FOR MORE INFORMATION

For more information, "Defining Settings for the XML Validator" on page 7-16.

6 Click **OK** to close the **Plug-ins** dialog box and to return to the main TagEditor program window.

You are now ready to verify the target XML file. For more information, "The Verification Process" on page 7-11.

After Verifying the Target XML File

If tag changes are detected in the target XML file during verification, messages are automatically displayed in the message pane. The message pane also displays information about the number of messages that are hidden by filters.

- To display hidden messages in the message pane, deactivate the message filter. To do this, right-click on any item in the message pane to access the shortcut menu and select **Apply Filters**. Alternatively, click **Apply Filters** on the Messages toolbar.

- To redefine settings for the message filters, right-click in the message pane to access the shortcut menu and select **Filter Settings**. This opens the **Message List Filters** dialog box, where you can access the properties page and define settings for the XML Validator Filter.

  Alternatively, click **Filter Settings** on the Messages toolbar to open the **Message List Filters** dialog box.

FOR MORE INFORMATION

For more information about working with the message pane after verification, "After Verifying the Target Files" on page 7-19.

TAGEDITOR PLUG-INS

The TagEditor plug-ins include the TradosTag Viewer plug-in and the Snippet Mark-up Plug-in 1.0. For more information about the TradosTag Viewer plug-in, see Chapter 9.

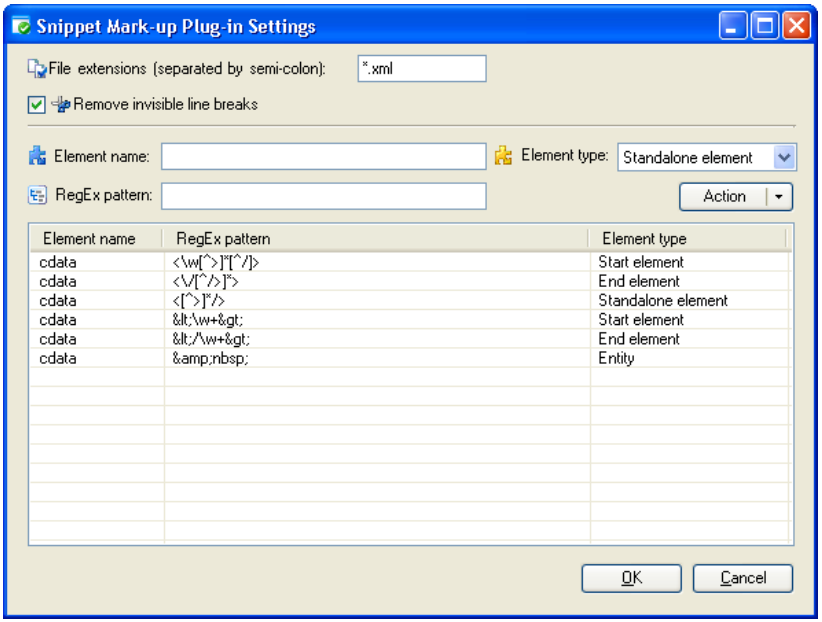
Snippet Mark-up Plug-in 1.0

The Snippet Mark-up Plug-in 1.0 allows you to to convert parts of text embedded in files to internal tags so that they are not included in translation. For example, you may want to mark embedded HTML in CDATA elements in XML files or in Cell elements in XLS/XLSX files as internal tags, so that the embedded HTML code is not treated as translatable text.

To enable the Snippet Mark-up plug-in:

1 In TagEditor, select **Tools > Plug-ins** to open the **Plug-ins** dialog box.

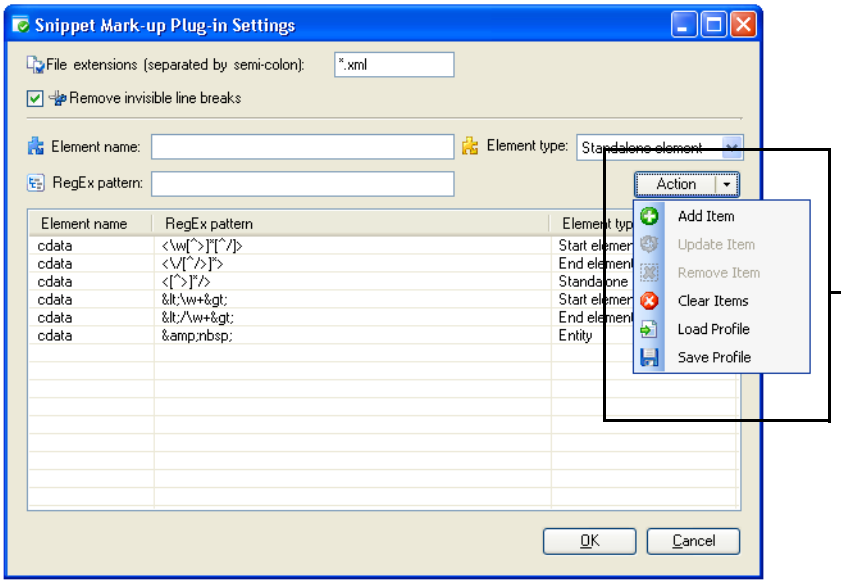
2 In the **Plug-ins** dialog box, activate the **Snippet Mark-up Plug-in** and and click **Properties** to open the **Snippet Mark-up Plug-in Settings** dialog box.



Here you can specify which file types you want to be processed by the Snippet Mark-up plug-in and which elements in those file types you want to be converted to internal tags.

Item	Explanation
File extensions (separated by semi-colon)	Enter the file extensions for the file types that you want to be processed by the Snippet Mark-up plug-in. For example, enter **.xml* here if you want to mark embedded text in certain elements in your XML files. If you are adding more than one file extension, separate each file extension with a semi-colon.
Remove invisible line breaks	Select this to remove any invisible line breaks in the elements in the files you are marking up. This can prevent segments being split. **Note:** If you remove line breaks using the Snippet Mark-up plug-in, the line-breaks will not appear in the target file.
Element name	Enter the name of the element that you want to mark up in the file so that it is not treated as translatable text.
Element type	Select the type of element from the drop-down list. You can choose from **Standalone element**, **Start element**, **End element** and **entity**. Note: Refer to the example below for more information on each element type.
RegEx pattern	Enter the regular expression that describes which parts of the element you want to mark-up so that it is not treated as translatable text.

You can add and remove file extensions and elements to the Snippet Mark-up plug-in list using the **Action** drop-down list.



Item	Explanation
Add Item	Click this to add the information in the **Element name**, **Element type** and **RegEx pattern** boxes to the list of elements to be marked-up as non-translatable text.
Update Item	Select an item in the list to display details for it in the **Element name**, **Element type** and **RegEx pattern** boxes. Make any necessary changes and click this to update the item in the list.
Remove Item	Select an item in the list and click this to remove it.
Clear Items	Click this to remove all items from the list.
Load Profile	Click this to select a file containing a pre-defined list of elements to be marked up as non-translatable text.
Save Profile	Click this to save the list of elements to an XML file.

NOTE

For each element that you want to mark-up as non-translatable text in your file type, you will need to add a separate entry in the list with a specific regular expression showing what is to be marked as non-translatable text. For example, if you want to exclude CDATA elements from your XML files, you will need to add several different element types and regular expressions for the single element CDATA, as shown in the example below.

Example Regular Expressions for the Snippet Mark-up Plug-in

Element name: cdata
Element type: Start element
RegEx pattern: <\w[^>]*[^/]>

Element name: cdata
Element type: End element
RegEx pattern: <\/[^/>]*>

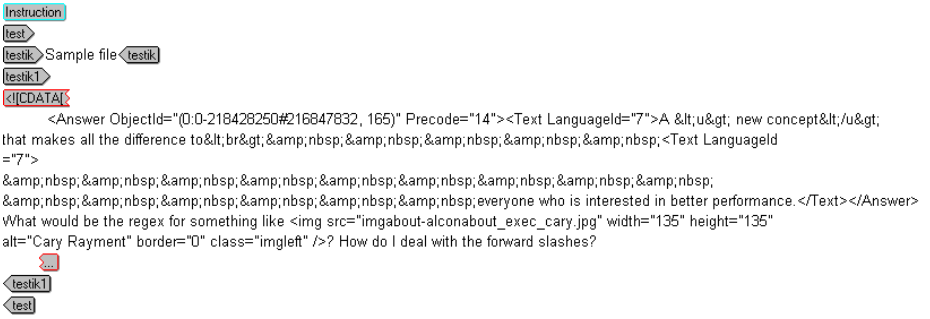
Element name: cdata
Element type: Standalone element
RegEx pattern: <[^>]*/>

Element name: cdata
Element type: Start element
RegEx pattern: <\w>

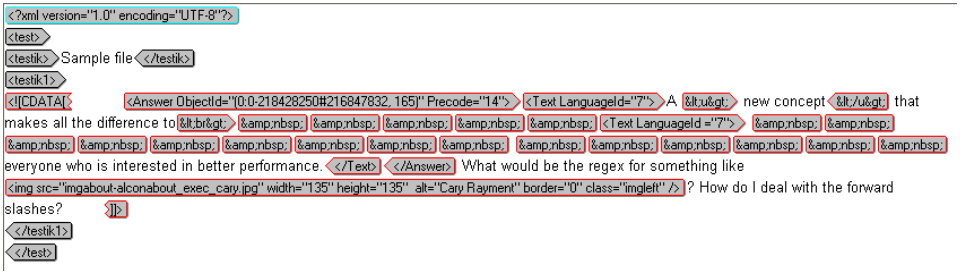
Element name: cdata
Element type: End element
RegEx pattern: </\w+>

Element name: cdata
Element type: Entity
RegEx pattern:

Without the Snippet Mark-up Plugin settings being applied, an XML file may be processed for translation as follows:



The text in the CDATA element is opened as plain text, and the translator must copy all HTML elements manually. However, if the examples above are applied in the Snippet Mark-up plugin, the text in the CDATA element will not be treated as translatable text and the file will appear as follows:



Activating and Working with the Snippet Mark-up Plug-in 1.0

To activate the Snippet Mark-up plug-in:

1 In TagEditor, select **Tools > Plug-ins** to open the **Plug-ins** dialog box.

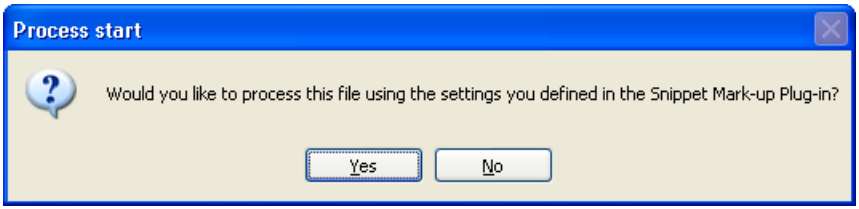
2 Select **TagEditor Plug-ins**, then select **Snippet Mark-up Plug-in 1.0** and click **OK**.

The Snippet Mark-up Plug-in is now activated.

NOTE

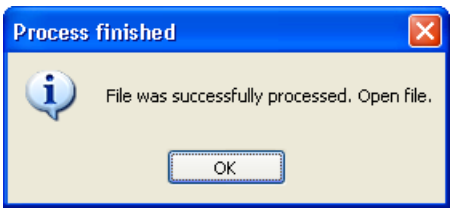
You must have added file types, element types and regular expressions to the Snippet Mark-up plug-in for it to work correctly.

3 When you open a file in TagEditor of a type which you added to the Snippet Mark-up Plug-in, a confirmation message is displayed, asking whether you want to process the file with predefined settings. These predefined settings refer to the settings you configured in the Snippet Mark-up plug-in.



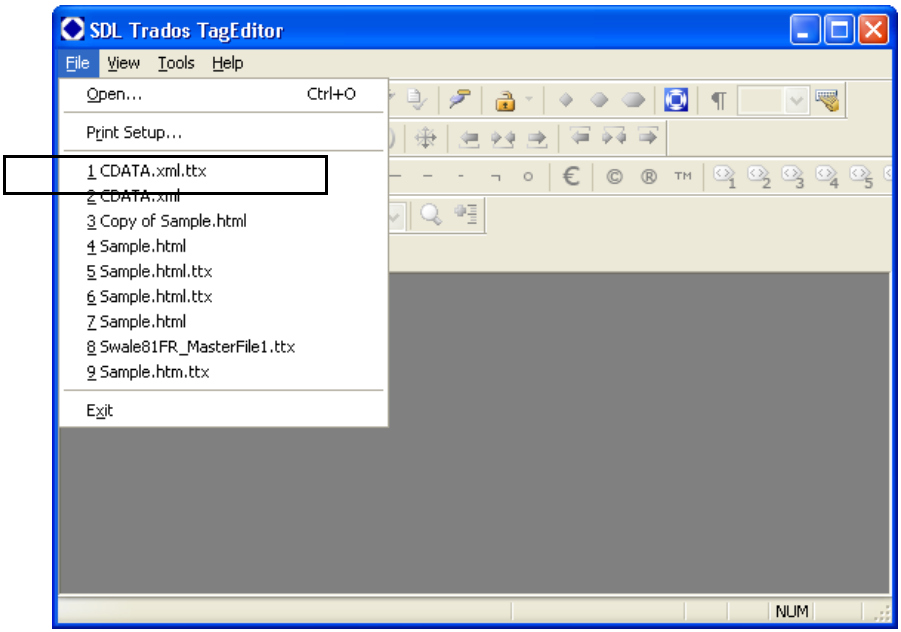
Click **Yes**.

4 A confirmation message is displayed stating that the file has been successfully processed.



Click **OK**.

5 During processing, the file was converted to TTX format and closed. You must now open the file again. To do so quickly and easily, go to the **File** menu, where the new TTX version of your file is top of the list of recently-opened files.



6 Click the file name to open it.

The file is now opened and any elements which you configured in the Snippet Mark-up plug- are excluded from translatable segments.

SDL TRADOS TERMINOLOGY VERIFIER

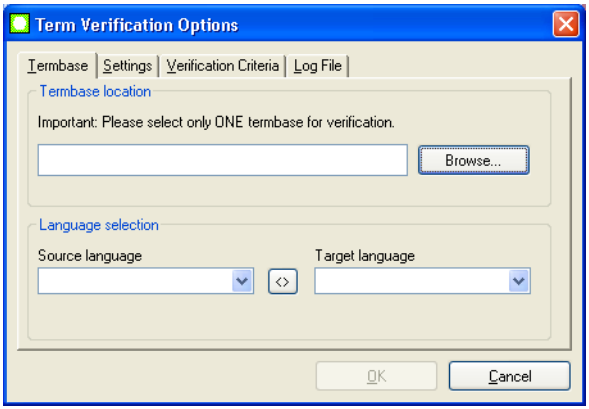
Using the SDL Trados Terminology Verifier you can check your current document to ensure that the terms contained in the termbase have been used during translation. You must have MultiTerm 7.x installed.

To check that you have used the correct terminology in your document:

1 In TagEditor, select **Tools** > **Plug-ins** to open the **Plug-ins** dialog box.

2 In the **Plug-ins** dialog box, activate the **SDL Trados Terminology Verifier** plug-in and click **Properties** to open the **Term Verification Options** dialog box.

3 The **Term Verification Options** dialog box opens on the **Termbase** tab.

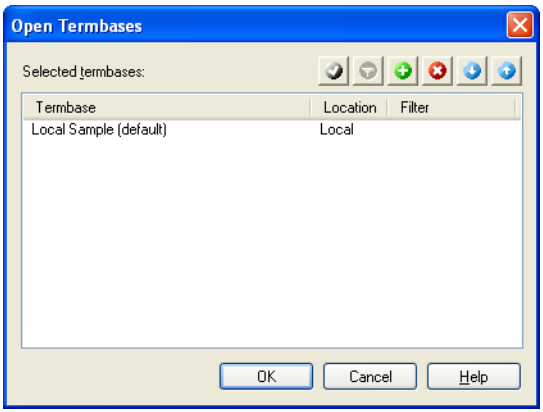


- Click **Browse** to open the **Open Termbase** dialog box and select the termbase you want to use.

NOTE

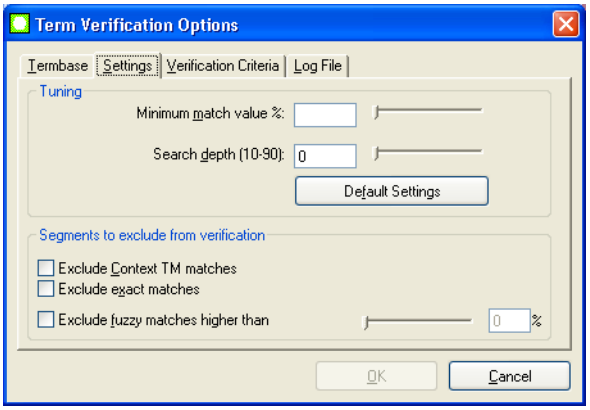
Only one termbase at a time can be used for verification.

- In the **Open Termbases** dialog box, use the Add (+) icon to add a termbase if there are none listed. Remember you can only verify terminology against one termbase. If you already have termbases open, the default termbase will be used.



- Click **OK** to close the **Open Termbases** dialog box and return to the **Termbase** tab of the **Term Verification Options** dialog box. The selected termbase now appears in the **Termbase location** box.
- In the **Language selection** box, the available languages in the termbase will appear in the **Source language** and **Target language** drop-down lists. Select the languages that will be used for your source and target files.

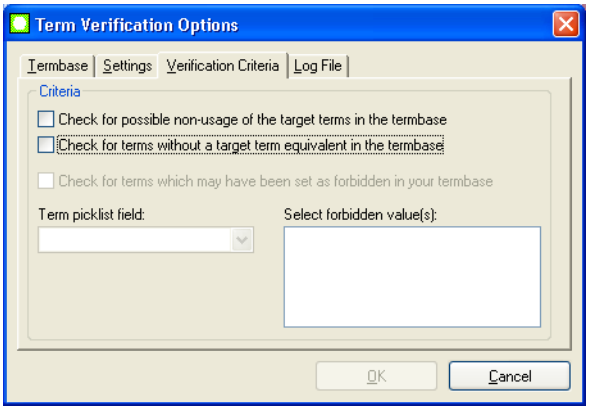
4 Once you have selected the termbase you want to verify your document against, open the **Settings** tab of the **Term Verification Options** dialog box.



Here you can specify the following:

- Under **Minimum match value**, set a number between 30 and 100. This value expresses the minimum acceptable degree of similarity between the terminology in the source segment and the matching terminology found in MultiTerm using fuzzy match search techniques. The higher the value, the more similar the terms must be.
- Under **Search depth (10-90)**, set a number between 10 and 90. This value defines the number of fuzzy matches Translator's Workbench should examine from the MultiTerm database. Increasing the **Search depth** value slows down terminology recognition; decreasing the value speeds it up.
- In the **Segments to exclude from verification**, include or exclude specific match categories from the verification. You may choose to exclude PerfectMatch units, for example, as these have already been through the full translation, editing and proofing cycle. However, if you know that a particular term has been changed since the last time the document was translated you may decide to include PerfectMatch units.

5 Open the **Verification Criteria** tab of the **Term Verification Options** dialog box.


Term Verification Options
Termbase
Settings
Verification Criteria
Log File
Criteria
Check for possible non-usage of the target terms in the termbase
Check for terms without a target term equivalent in the termbase
Check for terms which may have been set as forbidden in your termbase
Term picklist field:
Select forbidden value(s):
OK
Cancel

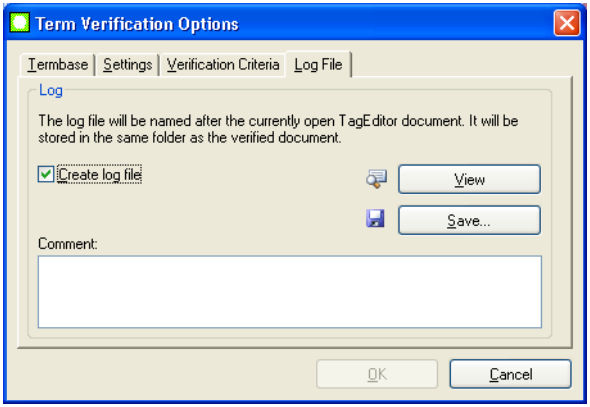
In the **Criteria** box you can set the following options for the Terminology Verifier:

- **Check for possible non-usage of the target terms in the termbase**
- **Check for terms without a target term equivalent in the termbase**
- **Check for terms which have been set as forbidden in your termbase**

By default, the verifier checks for any known terminology in the source segment. It then checks the target segment. If the target segment does not contain the expected target term from the termbase the segment will be marked as suspect segment in the TagEditor message view.

If you choose to check for forbidden terms, you must choose the term-level descriptive field like **Status** which includes the property **Invalid** or **Do not use**, for example. The verifier will flag these terms in the message view if they are used.

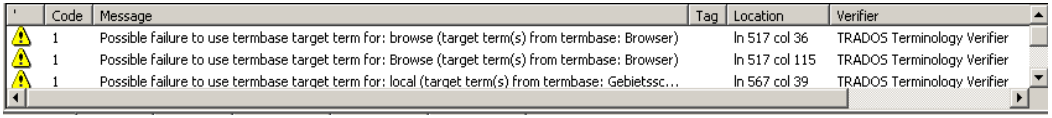
6 Open the **Log File** tab of the **Term Verification Options** dialog box.



The log file is an XML file which has the same name as the TTX document you are verifying but with the extension *.xml. It is stored in the same folder as the verified document. You can view the XML file in Internet Explorer.

7 Once you are satisfied with your settings, click **OK** to return to the **Plug-ins** dialog box. Select the SDL Trados Terminology Verifier. You can start the verification process in TagEditor by selecting **Verify** from the **Tools** menu (F8) or the Verify icon on the standard toolbar.

If your document has possible terminology errors, TagEditor displays a warning in the message window.


Code
Message
Tag
Location
Verifier
1 Possible failure to use termbase target term for: browse (target term(s) from termbase: Browser) ln 517 col 36 TRADOS Terminology Verifier
1 Possible failure to use termbase target term for: Browse (target term(s) from termbase: Browser) ln 517 col 115 TRADOS Terminology Verifier
1 Possible failure to use termbase target term for: local (target term(s) from termbase: Gebietssc... ln 567 col 39 TRADOS Terminology Verifier

Double-clicking on the error message will bring you to the segment with the suspect term and you can check your document and make any corrections necessary.

SDL TRADOS QA CHECKER 2.0

The SDL Trados QA Checker 2.0 incorporates a suite of quality assurance checks that are performed on the current TagEditor document. The checks are broken down into the following areas: Segment Verification, Segments to Exclude, Punctuation, Numbers, Regular Expressions, Word List, Inconsistencies, Trademark Check and Advanced.

Segment Verification checks look for:

- Forgotten and empty translations
- Identical source and target text
- Target segments that are shorter or longer than the source by a specified percentage
- Target segments that contain more than a specified number of characters
- Target segments that contain forbidden characters.

Segments to Exclude:

- Enables you to exclude certain segments, such as exact matches or new translations, from the QA check.

Punctuation checks look for:

- Matching punctuation at the end of source and target segments
- Spaces before punctuation
- French compliant check for spaces that must occur before punctuation
- Correct use of Spanish punctuation
- Double spacing
- Double dots

Number checks look for:

- Number formatting.

Regular Expressions:

- Enables you to create regular expressions and use them to find particular character patterns in the source or target segments.

Word List looks for:

- Incorrect or inconsistent use of language and terminology.

Inconsistency checks look for:

- Repeated segments which have been translated inconsistently.

Trademark checks:

- Enable you to verify that all trademark characters have been correctly transferred to the target text.

Advanced checks:

- Enable you to perform advanced, customized checks using regular expressions.

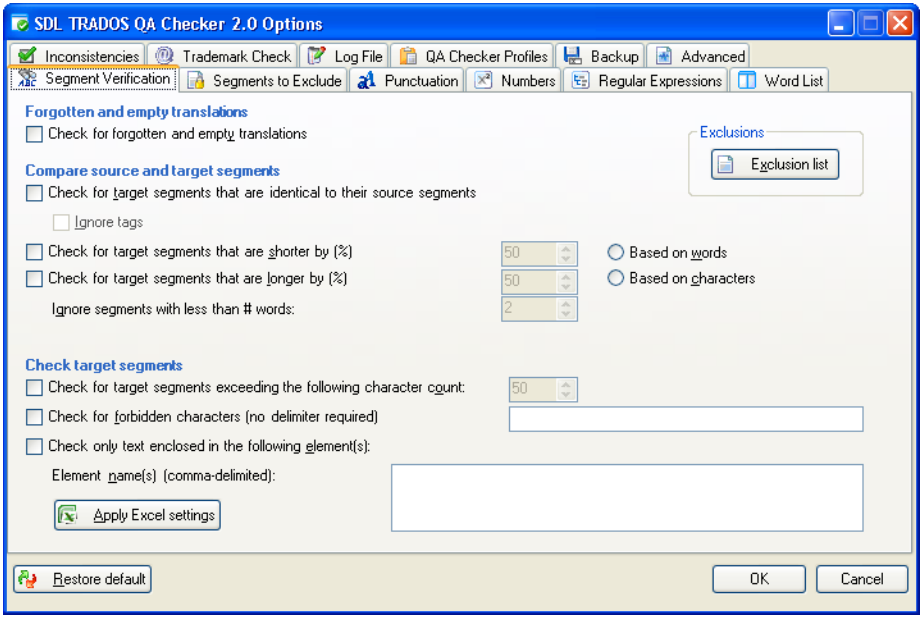
You can perform as many or as few of the checks as you wish. You can also:

- use the **QA Checker Profiles** tab to save any settings you define as a profile.
- use the **Backup** tab to save a backup of your file while you are running the QA Checker on it.
- use the **Log File** tab to create a log file of the QA check results every time the QA Checker is run.

Defining Properties for the QA Checker

To define properties for the QA Checker:

1. In TagEditor, select **Tools** > **Plug-ins** to open the **Plug-ins** dialog box.
2. In the **Plug-ins** dialog box, activate the **SDL Trados QA Checker** plug-in and click **Properties** to open the **SDL Trados QA Checker 2.0 Options** dialog box.
3. The **SDL Trados QA Checker 2.0 Options** dialog box opens on the **Segment Verification** tab.

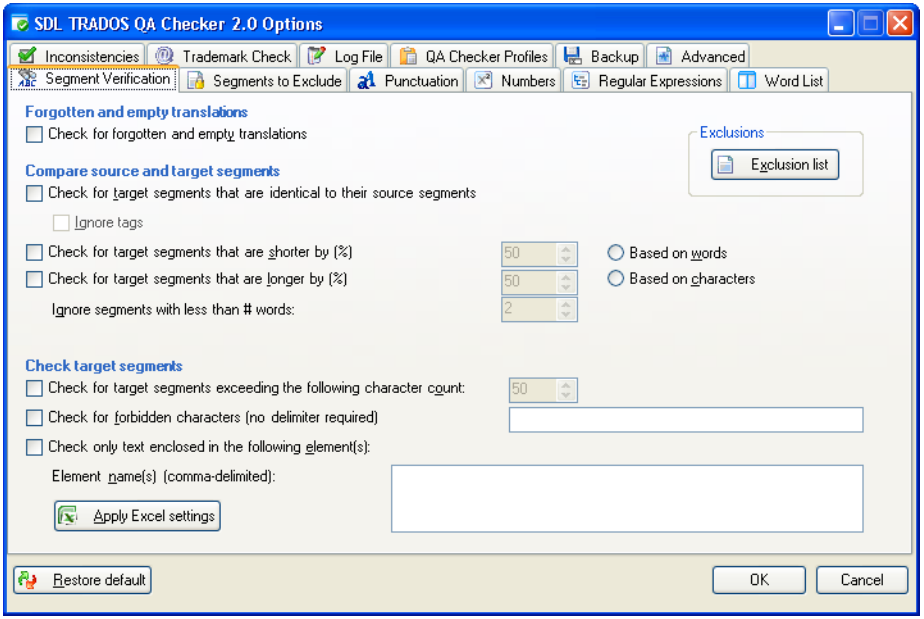


Use this dialog box to specify the settings to be used when performing a QA Check. It contains a tab for each type of check that can be performed. Each tab contains settings that control how the check is performed. Complete the tabs that control the checks you want to perform:

- **Segment Verification**
- **Segments to Exclude**
- **Punctuation**
- **Numbers**
- **Regular Expressions**
- **Word List**
- **Inconsistencies**
- **Trademark Check**
- **Log File**
- **QA Checker Profiles**
- **Backup**
- **Advanced**

Segment Verification Tab

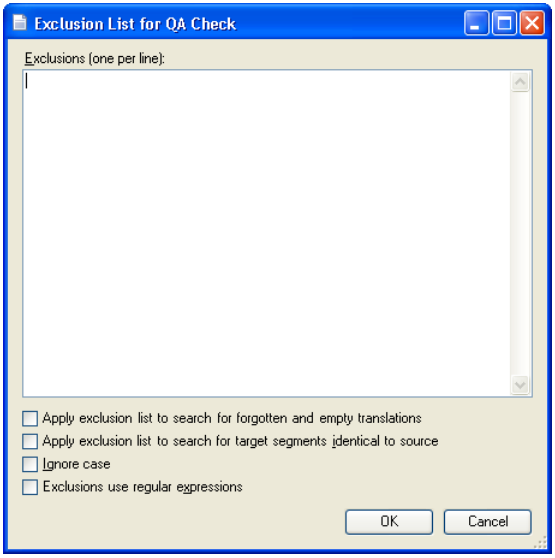
If you want segment checking to be performed, complete the **Segment Verification** tab.



Here you can specify what segment checks should be performed as part of the QA check:

Item	Explanation
Forgotten and empty translations	
Check for forgotten and empty translations	Select this to examine the document for source segments which have either: no corresponding target language segment or an empty target language segment. **Note:** If you exclude 100% TM matched segments from the QA check, this particular check will still be performed on those segments.
Compare source and target segments	
Check for target segments that are identical to their source segments	Select this to check the document for segments where the content of the source and target language segments is identical. Select **Ignore tags** if you want to ignore tags during this check. Segments will be regarded as identical, even when the internal tags differ. For example, *This is a <b>test<\b>* will be regarded as identical to *This is a test*.
Check for target segments that are shorter by (%)	Select this to check the document for segments where the target language text is shorter than the source language text by a percentage amount specified by you in the box provided.
Check for target segments that are longer by (%)	Select this to check the document for segments where the target language text is longer than the source language text by a percentage amount specified by you in the box provided.
Based on words	Select this to base the percentage amount on the number of words in the target segment.
Based on characters	Select this to base the percentage amount on the number of characters in the target segment.

Ignore segments with less than # words	This option enables you to restrict the three preceding checks to segments of a minimum length. Enter a number here and any segments containing fewer words than this number are excluded from the checks.
Check target segments	
Check for target segments exceeding the following character count	Select this to check for segments where the number of characters exceeds a limit set by you. We recommend a maximum string size of 255 characters. Problems can occur with strings that are longer than this.
Check for forbidden characters (no delimiter required)	Select this to check for the presence of forbidden characters in the target segments. Specify the characters in the box provided. Do not put commas or spaces or any other type of delimiter between the characters, as these will be treated as forbidden characters.
Check only text enclosed in the following element(s)	Select this to restrict the segment verification options to the specified elements. Enter the element names you want to restrict the segment verification checks to in the **Element name(s) (comma-delimited)** box, and separate each element name by a comma.
Apply Excel settings	Click this if you are checking an Excel spreadsheet translation. When you select this option, the preceding three fields are completed automatically, the **Check for forgotten and empty translations** check box is selected (to ensure that worksheet names are present) and the check will also look for duplicate worksheet names.
Exclusions	
Exclusion list	Click this to open the **Exclusion List for QA Check** dialog box, where you can add words or phrases that you want to exclude from the segment verification check.

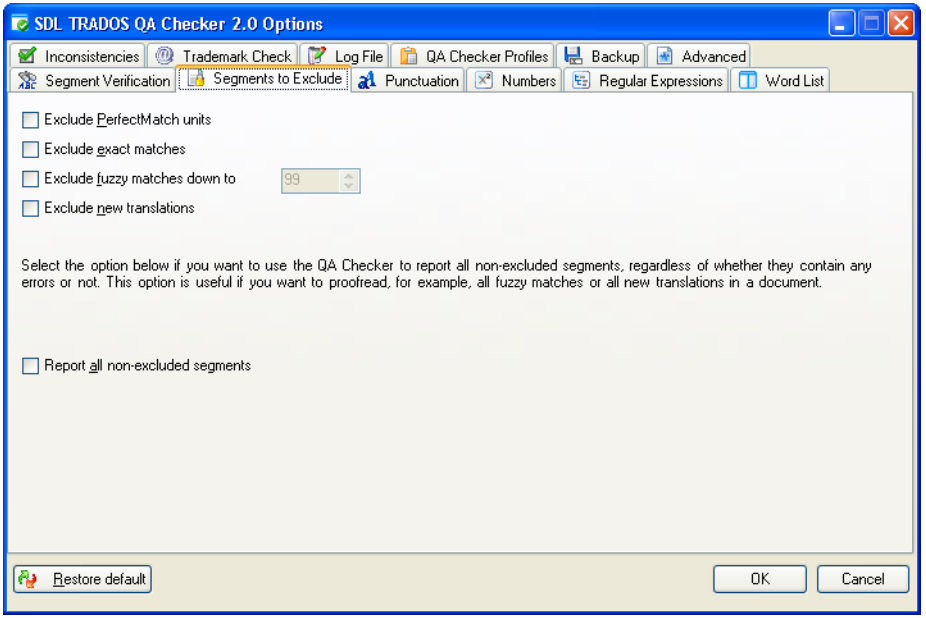

Exclusion List for QA Check
Exclusions (one per line):
Apply exclusion list to search for forgotten and empty translations
Apply exclusion list to search for target segments identical to source
Ignore case
Exclusions use regular expressions
OK
Cancel

Exclusion List for QA Check

Exclusions (one per line):	Enter a list of words or phrases that you want to exclude from the segment verification check. Each word or phrase must appear on a separate line.
Apply exclusion list to search for forgotten and empty translations	Select this to apply the exclusion list to the check for forgotten and empty translations. Any words or phrases in the exclusion list will now be ignored in this check.
Apply exclusion list to search for target segments identical to source	Select this to apply the exclusion list to the check for target segments that are identical to their source segments. Any words or phrases in the exclusion list will now be ignored in this check. **Note:** You must select at least one of the above two options for the list of words or phrases in the exclusion list to be excluded from the check.
Ignore case	Select this to ignore case for the items you want to exclude from the check.
Exclusions use regular expressions	Select this to indicate that the terms in the exclusion list are based on regular expressions.

Segments to Exclude Tab

If you want to exclude some segments from the QA check, complete the **Segments to Exclude** tab.


SDL TRADOS QA Checker 2.0 Options
Inconsistencies
Trademark Check
Log File
QA Checker Profiles
Backup
Advanced
Segment Verification
Segments to Exclude
Punctuation
Numbers
Regular Expressions
Word List
Exclude PerfectMatch units
Exclude exact matches
Exclude fuzzy matches down to
99
Exclude new translations
Select the option below if you want to use the QA Checker to report all non-excluded segments, regardless of whether they contain any errors or not. This option is useful if you want to proofread, for example, all fuzzy matches or all new translations in a document.
Report all non-excluded segments
Restore default
OK
Cancel

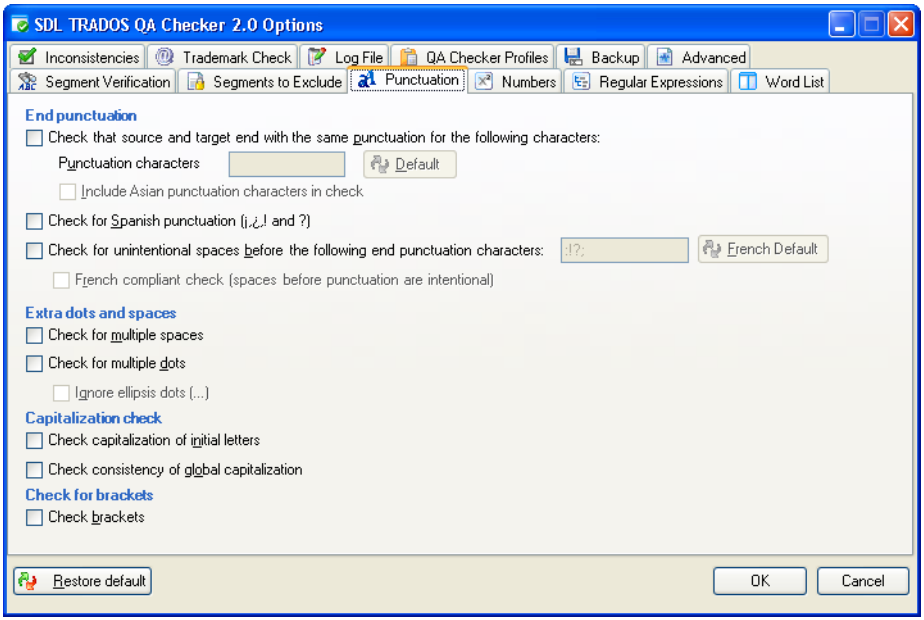
Item	Explanation
Exclude PerfectMatch units	Select this to exclude locked segments translated by PerfectMatch from the QA check.
Exclude exact matches	Select this to exclude segments translated with a 100% translation memory (TM) match from the QA check.
Exclude fuzzy matches down to	Select this to exclude some fuzzy TM matched segments from the QA check. Use the slide bar to specify a percentage match cut-off point. For example, if you specify a limit of 90%, then segments with a 90-99% match will be included in the check and segments with a 75-89% match will be excluded.
Exclude new translations	Select this to exclude new translations from the QA check.

Report all non-excluded segments

Select this if you want to see a list of all segments that were included in the check displayed in the message pane when the check is complete.
Example:
Select the **PerfectMatch units**, **Exact matches**, **Fuzzy matches down to** options but do not select the **New translations** box. Now select this option and perform the QA check. A list of all new segments will be displayed in the message pane because these were the only segments not excluded.

Punctuation Tab

If you want to perform punctuation checks, complete the **Punctuation** tab.

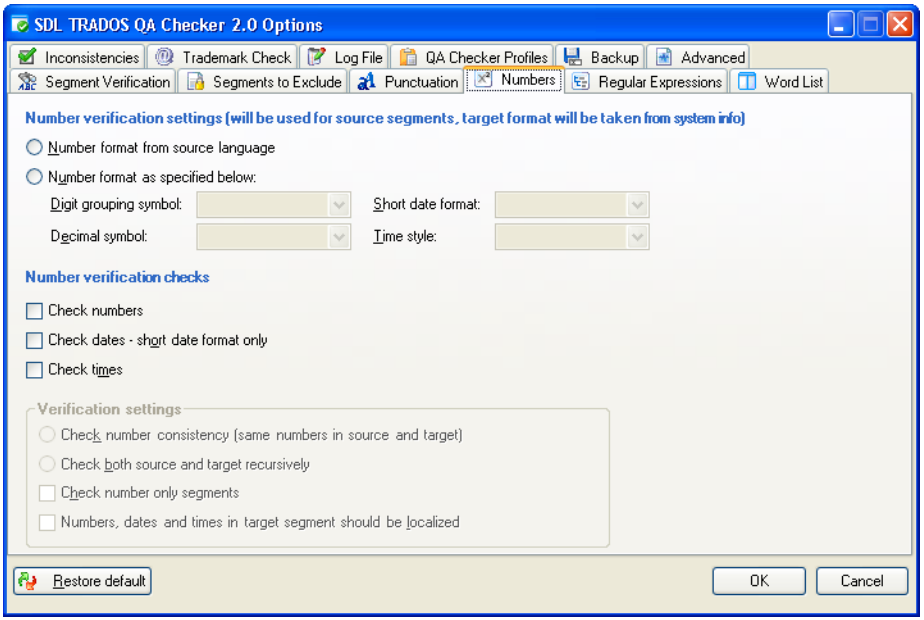


Item	Explanation
End Punctuation	
Check that source and target end with the same punctuation for the following characters	Select this if you want to check that source segments and their corresponding translations end with the same punctuation. Add any punctuation characters you want to include in the check to the **Punctuation characters** box. If you want to exclude a character from the check, remove it from this box. **Note:** Click the **Default** button to display the default list of punctuation characters.
Include Asian punctuation characters in check	Select this if you want to include Asian punctuation characters in the check. If you select this option, only enter the Asian version of the punctuation character into the **Punctuation characters** box. The QA check will automatically check for all variants of the punctuation character.
Check for Spanish punctuation	Select this if you are translating into Spanish and want the QA check to ensure that Spanish punctuation rules have been correctly applied. For example sentences that end with ? or ! must also begin with an inverted version of the same character.
Check for unintentional spaces before the following end punctuation characters	Select this to check for translations where a space has been inserted before the punctuation character that terminates the translation text. Enter the punctuation characters that you want to check in the text box provided.

French compliant check (spaces before punctuation are intentional)	Select this if you want to check for French translations, where a space generally occurs before punctuation characters. If you apply this option, the check will only return results where there is *no* space before the punctuation characters specified. Click the **French Default** button to apply default French punctuation characters to the space check. **Note:** If you click the **French Default** button, the **French compliant check** option is automatically selected.
Extra dots and spaces	
Check for multiple spaces	Select this to check for translations that contain a sequence of spaces (at least two).
Check for multiple dots	Select this to check for translations that contain a series of dots (at least two). To ignore ellipsis dots (...) in this check, select **Ignore ellipsis dots**.
Capitalization check	
Check capitalization of initial letters	Select this to check for initial letters that do not start with a capital letter, although the corresponding source letter is capitalized, or to check that all sentences in the target text start with a capital letter.
Check consistency of global capitalization	Select this to check that global capitalization is used consistently.
Check for brackets	
Check brackets	Select this to check that brackets are used correctly in the target segment (for example, to check that there are no opening brackets without a closing bracket and vice versa).

Numbers Tab

If you want to perform number checks, complete the **Numbers** tab.

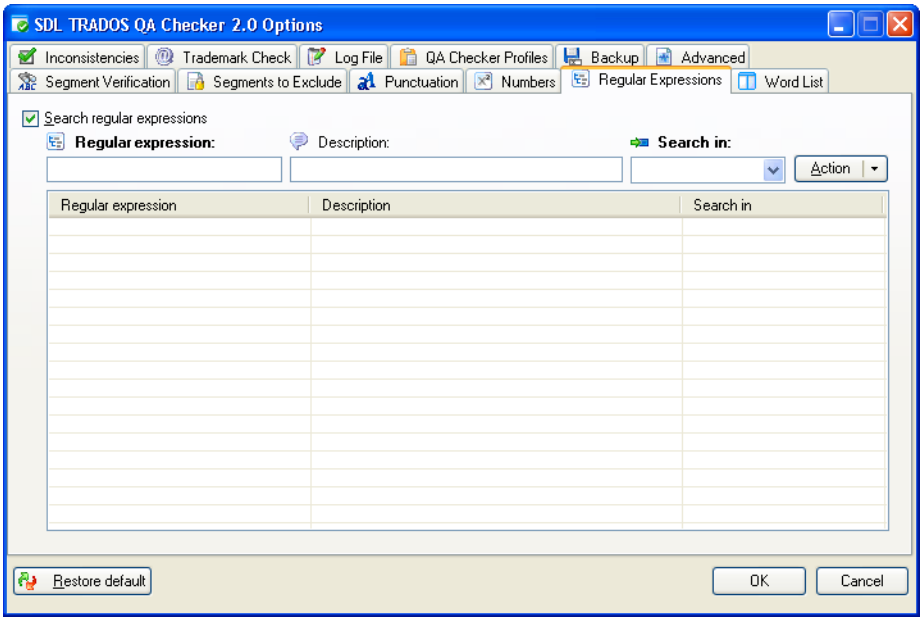


Item	Explanation
Number verification settings	
Number format from source language	Select this to check translated text for numbers that appear to be in error. Target numbers will be checked against the source number format. For Example: English segment = “You give me 5,000.” German segment = “Du gibst mir 5500.” The German figure should be 5.000 and this discrepancy will be highlighted by the QA check.
Number format as specified below	Select this to check translated text for numbers that appear to be in error. Target numbers will be checked against the number format specified in the **Digit grouping symbol**, **Short date format**, **Decimal symbol** and **Time style** drop-down lists.

Number verification checks	
Check numbers	Select this to check that the correct number format is applied in the target segments.
Check dates - short date format only	Select this to check that the correct date format is applied in the target segments.
Check times	Select this to check that the correct time format is applied in the target segments.
Verification settings	
	Note: You must select a number verification check for the four options below to be enabled.
Check number consistency (same numbers in source and target)	Select this to check that numbers in the target segments match the numbers in the source segments. Only numbers found in the source segment are searched for in the target segment.
Check both source and target recursively	Select this to check that numbers in the target segments match the numbers in the source segments. Checks are performed in both source and target segments. This can find extra numbers in target segments that are not in source segments, but it may affect performance.
Check number only segments	Select this to include segments containing numbers only in the check (these are skipped by default). All numbers, dates and times are checked if you select this option. You must have selected **Check for forgotten and empty segments** on the **Segment Verification** tab for this check to work. This check is useful if you want to carry out tasks on number segments only.
Numbers, dates and times in target segments should be localized	Select this to check that numbers in target segments have been localized (that is, adapted to the requirements of the target language).

Regular Expressions Tab

If you want to create new checks of your own, complete the **Regular Expressions** tab.



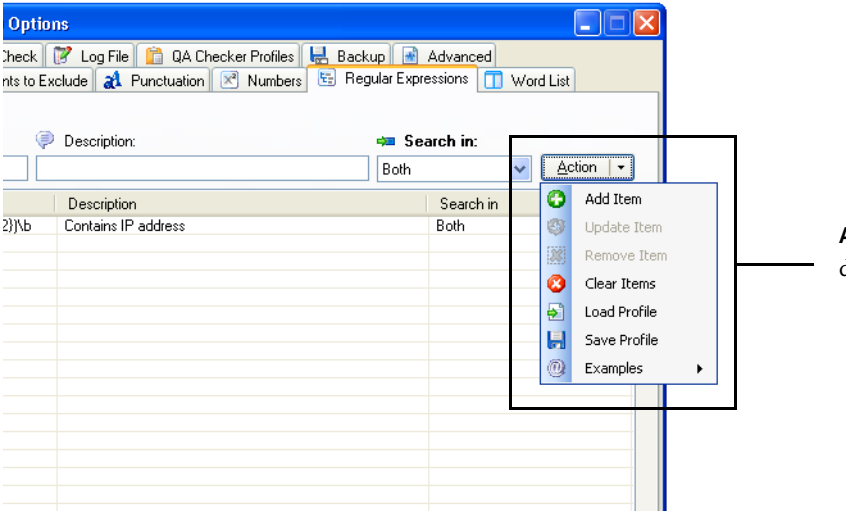
Complete this tab if you want to use regular expressions to find particular string patterns in the document. All regular expressions in the list are applied to the translation document.

Regular expressions are used to search text for all occurrences of a particular sequence, or pattern, of characters. They differ from standard search tools because they use special metacharacters. Metacharacters enable you to create a single regular expression that will find all occurrences of a basic pattern and also specific variations of the pattern.

This tool is for users who know how to create and use regular expressions. However, a list of example regular expressions is provided and non-expert users can simply add these.

Item	Explanation
Search regular expressions	Select this if you want the QA check to check for incorrect words or incorrectly formatted words using regular expressions. **Note:** You must add regular expressions to the list for the check to work.
Regular expression	Enter the regular expression you want to add here. For example, if you want to search for all numbers followed by a comma, the regular expression for this would be: *[0-9]+,*
Description	Enter a description of what the regular expression does here.
Search in	Select where you want the regular expression to look for matches. You can select either the source language segments, the target language segments or both.

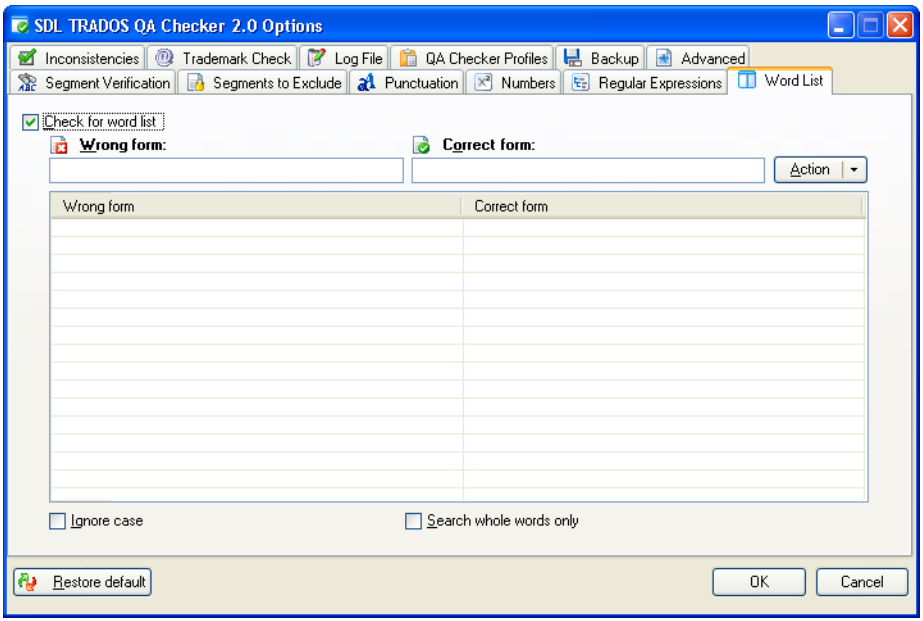
You can add and remove regular expressions to the list using the **Action** drop-down list.



Item	Explanation
Add Item	When you have completed the **Regular expression**, **Description** and **Search in** boxes, click this to add the regular expression to the list.
Update Item	Select a regular expression in the list to display details for it in the **Regular expression**, **Description** and **Search in** boxes. Make any necessary changes and click this to update the regular expression in the list. **Note:** You can edit default example expressions as well as the ones you have created yourself.
Remove Item	Select a regular expression in the list and click this to remove it.
Clear Items	Click this to remove all regular expressions from the list.
Load Profile	Click this to select a file containing regular expressions. The regular expressions are loaded into the list.
Save Profile	Click this to save the list of regular expressions to an XML file.
Examples	Click this and select an example to display details for it in the the **Regular expression**, **Description** and **Search in** boxes. You can then add the example to your list by clicking **Add Item**.

Word List Tab

If you want to check for consistent use of words and terms, complete the **Word List** tab.



This check looks for words that must not be used or that are incorrectly formatted, and lists all instances of these in the message pane. The correct word forms are also displayed in the message pane.

Before running the check, you must create a list of incorrect words and their correct forms. During the check, SDL Trados examines the document for any of the words that appear in your incorrect word list.

When you have created a list of incorrect/correct words, you can save the list to an XML file. This file can then be selected (loaded) when performing the QA check on a different document. The contents of the loaded file are added to the existing list of words displayed in this tab.

Because the word list can be saved to an XML file which can be reused, you can have different word lists for different industry types or clients and you can share word lists with colleagues.

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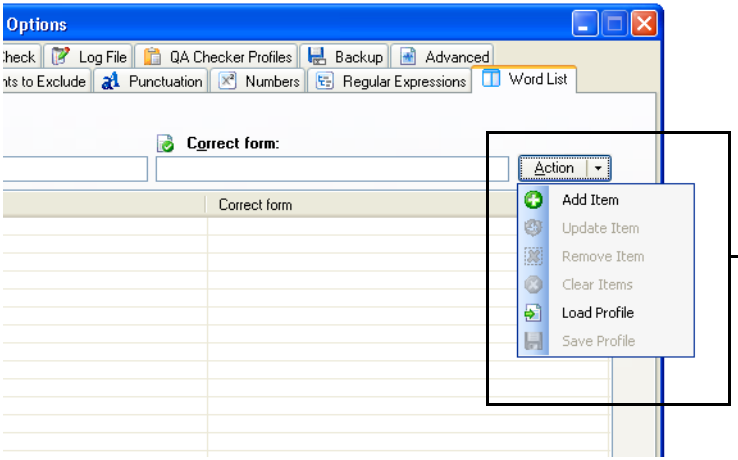
Item	Explanation
Check for word list	Select this if you want the QA check to check for incorrect words.
Wrong form	Enter the forbidden or wrongly formatted word or phrase. You can enter multiple word phrases, such as 'World Wide Web' or 'network element supply shortage', for example.
Correct form	Enter the correct form of the forbidden or wrongly formatted word.
Ignore case	Select this if you want to ignore case when matching words in the translation documents against the words in the **Wrong form** list.
Search whole words only	Select this if you only want exact matches for words in the **Wrong form** list to be found. For example, if you have the word *flex* in the **Wrong form** list and you select this option, the words *reflex* and *flexible* will not be found by the check.

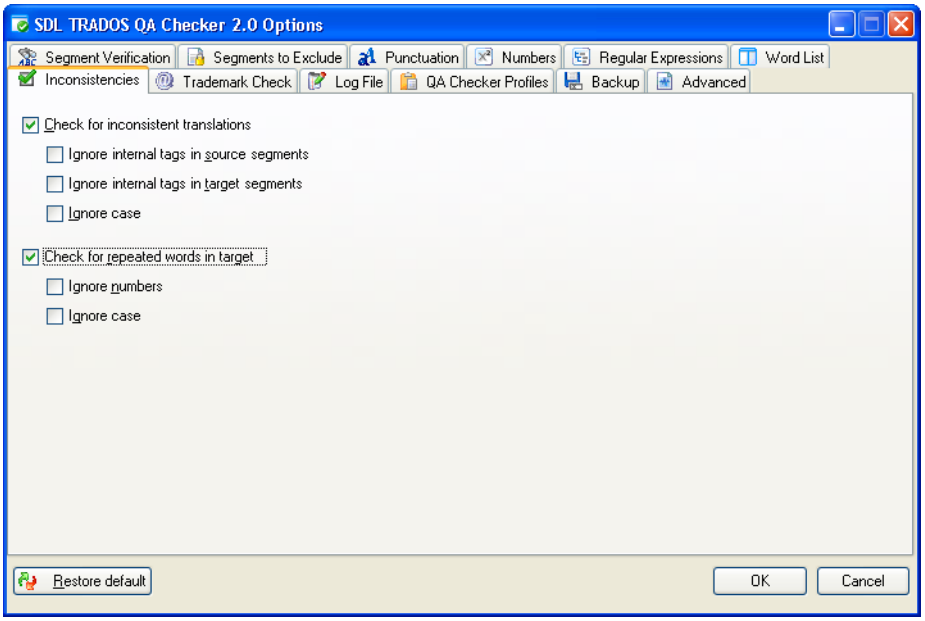
You can add and remove words to the list using the **Action** drop-down list.



Item	Explanation
Add Item	Click this to add the word pair in the **Wrong form** and **Correct form** boxes to the list of words to be checked.
Update Item	Select a word pair in the list to display it in the **Wrong form** and **Correct form** boxes. Make any necessary changes and click this to update the word pair in the list.
Remove Item	Select a word pair in the list and click this to remove it.
Clear Items	Click this to remove all word pairs from the list.
Load Profile	Click this to load a file containing a previously saved word list.
Save Profile	Click this to save the current word list to a file.

Inconsistencies Tab

If you want to check for inconsistent translations in repeated segments, complete the **Inconsistencies** tab.



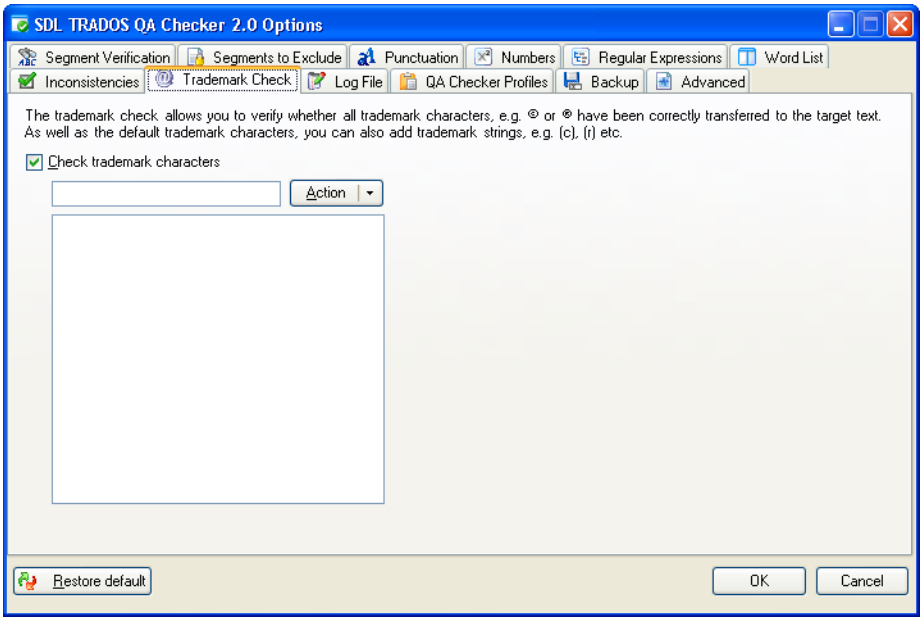
You can check for the following types of inconsistencies:

Item	Explanation
Check for inconsistent translations	Select this to check for identical source segments that have different translations. When the QA check results are displayed in the Message pane, the identical source segments are listed and the first translation found is displayed.

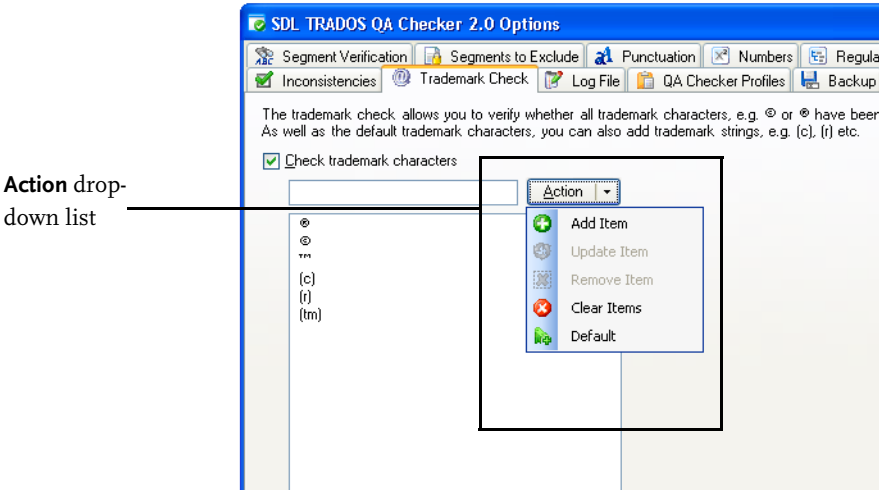
Ignore internal tags in source segments	Select this if you want the check to ignore internal tags (internal formatting, for example) in the source segments. Example: The two source segments 'This is a test.' and 'This is a test.' would normally be regarded as two different source segments. However, if you instruct QA checker to ignore the internal tags in source segments, they are regarded as identical. Consequently their translations should also be identical.
Ignore internal tags in target segments	Select this if you want the check to ignore internal tags (internal formatting, for example) in the target segments. Example: The two target segments 'Dies ist ein Test.' and 'Dies ist ein Test.' would normally be regarded as two different translations and may be flagged as inconsistent. However, if you instruct QA checker to ignore the internal tags in target segments, the two translations are regarded as identical.
Ignore case	Select this to prevent an inconsistency error from being generated when the target text is an exact match but the case is different.
Check for repeated words in target	Select this to check for words which are repeated in the target segment.
Ignore numbers	Select this to ignore repeated numbers in the repeated words check.
Ignore case	Select this to ignore case when checking for repeated words in the target segments.

Trademark Check Tab

If you want to verify whether all trademark characters and strings have been correctly transferred to the target text, complete the **Trademark Check** tab.



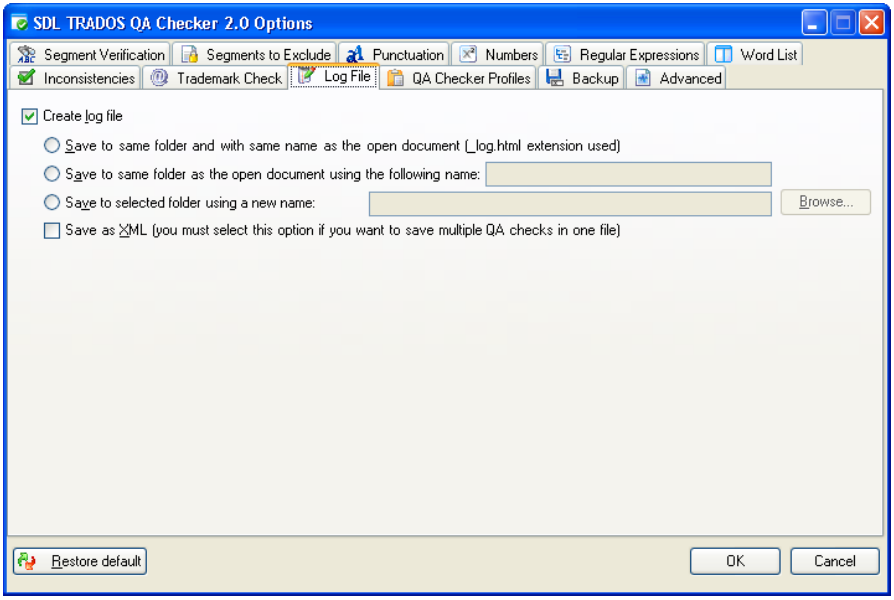
Select the **Check trademark characters** box to enable the trademark check. You can add and remove trademark characters to and from the list using the **Action** drop-down list.



Item	Explanation
Add Item	Enter a trademark string in the text box beside the **Action** button and click this to add the string to the list of trademark strings below.
Update Item	Select a trademark string in the list to display it in the text box beside the **Action** button. Make the necessary changes and click this to update the trademark string in the list.
Remove Item	Select a trademark string in the list and click this to remove it.
Clear Items	Click this to remove all trademark strings from the list.
Default	Click this to add a list of default trademark strings to the list.

Log File Tab

If you want a log file of the QA check results to be created, complete the **Log File** tab.


SDL TRADOS QA Checker 2.0 Options
Segment Verification
Segments to Exclude
Punctuation
Numbers
Regular Expressions
Word List
Inconsistencies
Trademark Check
Log File
QA Checker Profiles
Backup
Advanced
Create log file
Save to same folder and with same name as the open document (_log.html extension used)
Save to same folder as the open document using the following name:
Save to selected folder using a new name:
Browse...
Save as XML (you must select this option if you want to save multiple QA checks in one file)
Restore default
OK
Cancel

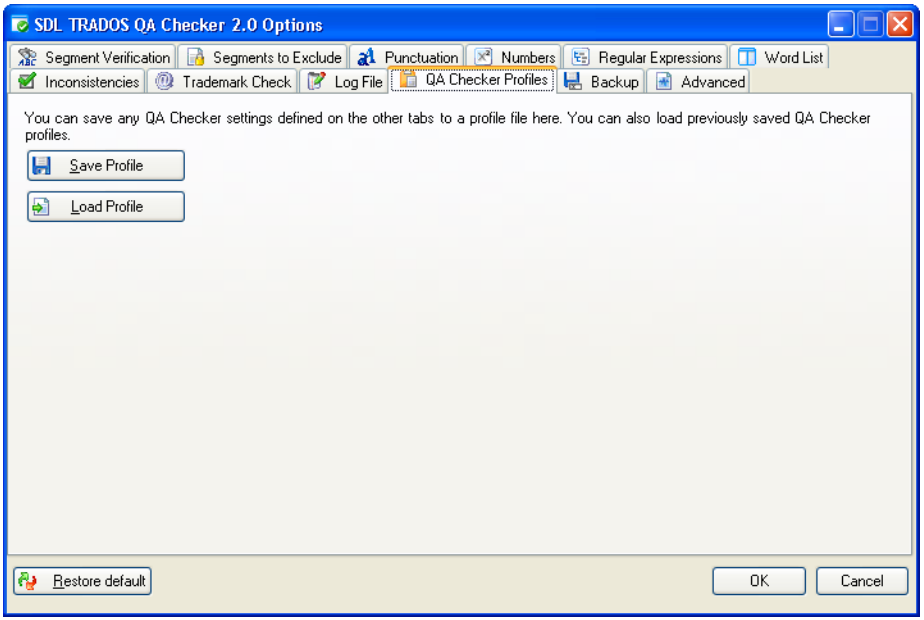
Here you can specify whether a log file containing the QA check results should be created whenever the QA check is run.

Item	Explanation
Create log file	Select this to create a log file containing the QA check results whenever the QA check is run.
Save to same folder and with same name as the open document (_log.html extension used)	Select this to save the log file to the same folder and with the same name as the open document that you are running the QA check on. The extension *_log.html* will be appended to the file name.
Save to same folder as the open document using the following name	Select this and enter a name in the text box to save the log file to the same folder as the open document that you are running the QA check on, with the name entered in the text box.
Save to selected folder using a new name	Select this and click **Browse** to browse to the location where you want to save your log file, enter a name for the file and click **Save**.
Save as XML (you must select this option if you want to save multiple QA checks in one file)	Select this if you want to save the log file as XML. You must select this option if you want to save multiple QA checks in one file.

QA Checker Profiles Tab

When you have completed the tab screens, you can save all settings you defined as a profile on the **QA Checker Profiles** tab. You can also load previously-saved QA Checker profiles from this tab.

Because the QA Checker settings can be saved to an XML profile file which can be reused, you can have different QA Checker profile files storing different settings and you can share profile files with colleagues.

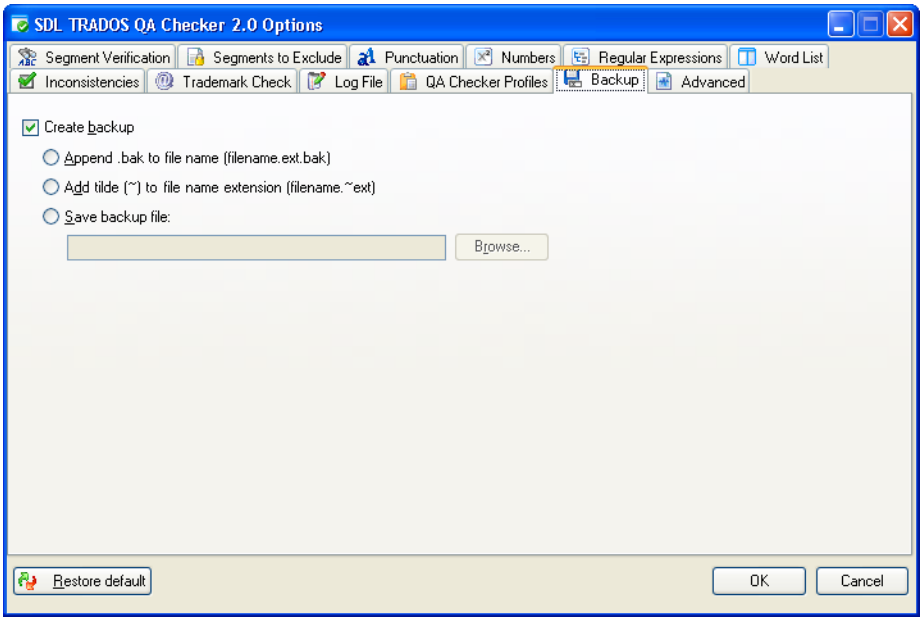


- To save a QA Checker profile, click the **Save profile** button, browse to the location where you want to save your profile file, enter a name for the file and click **Save**. Your profile is saved to the location you choose as an XML file.

- To load a QA Checker profile, click the **Load profile** button, browse to the location where you want to load your profile file from and click **Open**. The profile is loaded and the tabs in the **SDL Trados QA Checker Options** dialog box reflect this.

Backup Tab

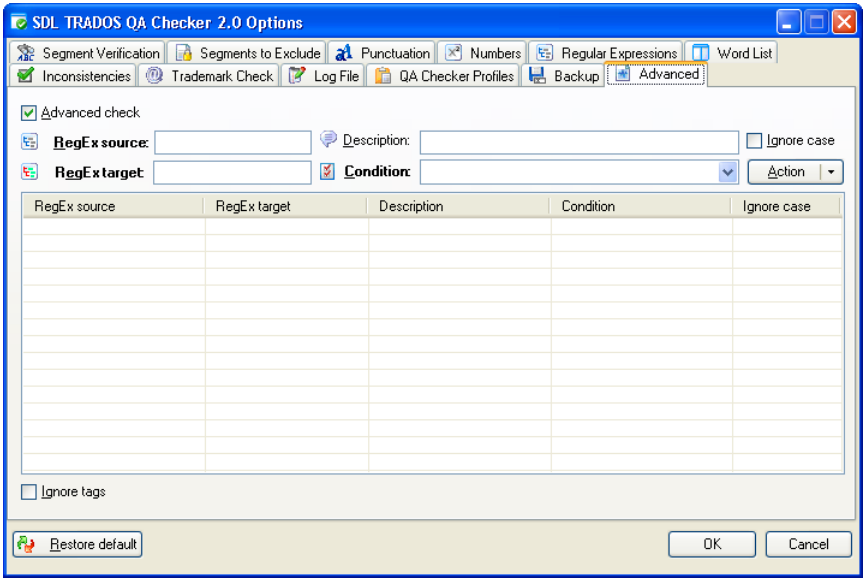
If you want a backup of the file you are running the QA check on to be created during the check, complete the **Backup** tab.



Item	Explanation
Create backup	Select this to create a backup of the file you are running the QA check on whenever the QA check is run.
Append .bak to file name (filename.ext.bak)	Select this to save the backup file with the same name as your file but with *.bak* appended to the file extension.
Add tilde (~) to file name extension (filename.~ext)	Select this to save the backup file with the same name as your file but with a tilde (~) appearing before the file extension.
Save backup file	Select this and click **Browse** to browse to the location where you want to save your backup file, enter a name for the file and click **Save**.

Advanced Tab

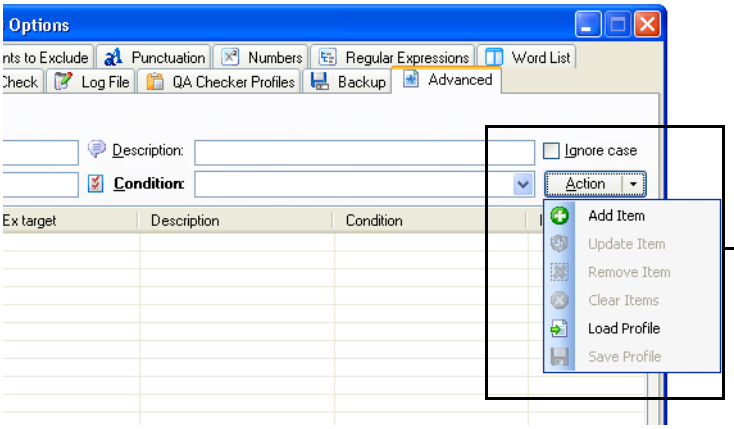
If you want to perform advanced QA checks on your documents, which you define using regular expressions, complete the **Advanced** tab. This tab provides similar functionality to the **Regular Expressions** tab, but it allows you to specify a particular condition for reporting the results of the check (for example, reporting if both target and source match, if target only matches and so on).



Item	Explanation
Advanced check	Select this to enable the advanced check.
RegEx source	Enter the source regular expression for the advanced check here.
RegEx target	Enter the target regular expression for the advanced check here.
Description	Enter a description of the advanced check here.
Condition	Choose a condition for the advanced check from the drop-down list here.
Ignore case	Select this to ignore case during the check.

Ignore tags	Select this to ignore tags during this check. Segments will be regarded as identical, even when the internal tags differ. For example, *This is a <b>test<\b>* will be regarded as identical to *This is a test*.

You can add and remove regular expressions to and from the list using the **Action** drop-down list.



Action drop-down list

Item	Explanation
Add Item	Click this to add the information in the **RegEx source**, **RegEx target**, **Description** and **Condition** boxes to the list of regular expressions.
Update Item	Select a regular expression in the list to display details for it in the **RegEx source**, **RegEx target**, **Description** and **Condition** boxes . Make any necessary changes and click this to update the regular expression in the list.
Remove Item	Select a regular expression in the list and click this to remove it.
Clear Items	Click this to remove all regular expressions from the list.
Load Profile	Click this to select a file containing regular expressions. The regular expressions are loaded into the list.
Save Profile	Click this to save the list of regular expresions to an XML file.

Example Advanced Check

To check if all hyperlinks were correctly transferred to the target segment, you would enter the following settings:

RegEx source	w{3}\.\w+\.\w{3}
RegEx target	w{3}\.\w+\.\w{3}
Description	Hyperlinks correctly transferred to target segment
Condition	Report if source matches but not the target

This would check whether *www.sdl.com* was transferred correctly to the target segment, for example, and had not been changed to *sdl.com* or *www.sdl.de*.

When you have completed the tab screens, click **OK** to confirm your settings and to return to the **Plug-ins** dialog box and click **OK** again to close this and return to the main TagEditor window.

BATCH TOOLS: ANALYSE, TRANSLATE, CLEAN UP

This chapter shows you how to use the batch tools in Translator's Workbench. Sections include:

- How to prepare files and translation memories before using the batch tools
- Analysing files against a translation memory and interpreting the results
- Creating a project translation memory
- Exporting frequent and/or unknown segments for separate processing
- Pre-translating files using translation memory content
- Cleaning translated files and updating translating memory

Chapter

8

OVERVIEW

This chapter provides information about the **Analyse**, **Translate** and **Clean Up** commands in Translator's Workbench. The **Analyse** and **Translate** commands facilitate translation project management by allowing you to analyse and pre-translate documents before interactive translation takes place. The **Clean Up** command allows you to finalise translated documents and update the translation memory. The **Analyse**, **Translate** and **Clean Up** commands can be used to process files individually or in batches. For this reason, they are also known as the *batch tools*.

The batch tools are described below.

- **Analyse** (**Tools** menu) – this command is used to analyse one or more source documents in order to obtain statistics about word count and leverage. The content of the document(s) is compared to the content of an existing translation memory in order to calculate the number of suitable segment matches that exist in the translation memory. For more information, see "Analysing Documents" on page 8-6.

- **Translate** (**Tools** menu) – this command is used to pre-translate one or more documents by automatically inserting matching segments from the current translation memory and known terms from the current MultiTerm database. Unknown sentences in the document(s) for translation are segmented.

  For more information, see "Pre-translating Documents" on page 8-11.

- **Clean Up** (**Tools** menu) – this command is used to remove hidden source text and segment delimiting marks from one or more translated documents. **Clean Up** can also be used to update the translation memory in accordance with changes that have been made to the translated document(s) outside Translator's Workbench. For more information, see "Cleaning Up Translated Documents" on page 8-16.

Audience

In general, the information in this chapter is relevant to the users of both file- and server-based translation memories. However, access to the batch tools in Translator's Workbench may be subject to restriction. In the case of file-based translation memories, the batch tools are always available unless the translation memory is password-protected. If the translation memory is password-protected, the batch tools are available to all users except those who open the memory in read-only access mode. In the case of server-based translation memories, the batch tools are only available if you access the memory with Power User or TM Administrator rights.

FOR MORE INFORMATION

- For more information about access rights in file- and server-based translation memories, see Chapter 11.

PREPARING YOUR DOCUMENTS

Prepare the files for analysis, translation and clean up as described below.

Word Documents

There are no special preparation steps necessary for analysing, translating or cleaning up Word documents, including DOC and online help RTF formats.

PowerPoint and Excel Documents

Translator's Workbench provides direct support for PowerPoint (PPT, PPS, POT, PPTX, PPSX, POTX, PPSM) and Excel (XLS, XLT, XLSX, XLTX, XLSM) documents. The following recommendations apply when processing these file types:

- To process PowerPoint documents in Translator's Workbench, you must have PowerPoint installed on the local computer. The same applies for Excel documents and Excel. We recommend that you use the most recent available version of PowerPoint or Excel in order to avoid any loss of data due to backward compatibility issues. We also recommend that you always the same version of PowerPoint or Excel for all tasks involving the same set of files.
- Before processing Excel documents in Translator's Workbench, check that the system locale settings on the local computer are compatible with the target language setting in the current translation memory. This will enable Excel to read numeric data in the target language correctly.

For more information about preparing PowerPoint and Excel documents for conversion and batch processing, see the *File Formats Reference Guide*.

STF Documents

Translator's Workbench provides direct support for the analysis and pre-translation of STF documents in TradosTag and Workbench RTF format. Although clean up of STF documents (TradosTag and Workbench RTF) occurs as part of the backward conversion process in the S-Taggers, SDL recommends that you use the **Clean Up** command in Translator's Workbench before converting back to MIF or IASCII. This allows you to update your translation memory and to fix any corrupt segment delimiters.

XML, HTML or SGML Documents

To analyse, translate or clean up XML, HTML or SGML documents, ensure that the correct tag settings have been specified in the Tag Settings Manager. You can access the Tag Settings Manager directly from the **Tools** tab of the **Translation Memory Options** dialog box. For more information, see "Tag Settings Files in Translator's Workbench" on page 2-48.

DTP File Formats

Translator's Workbench provides direct support for PageMaker, QuarkXPress, InDesign and Ventura tagged text export file formats. Once the translatable text has been exported from the originating application, no further preparation is required before analysing or translating source documents.

FOR MORE INFORMATION

For more information about generating tagged text export file formats from the DTP packages, see the *File Formats Reference Guide*.

PREPARING YOUR TRANSLATION MEMORY

Before using the batch tools, you need to prepare the translation memory by making any necessary changes to the following settings:

- project and filter settings
- translation memory options: general, penalties, substitution localisation and tools.

This section describes how these settings affect the batch functions and refers you to other sections in this user guide where they are explained in more detail.

Project and Filter Settings

Select **Project and Filter Settings** on the **Settings** menu in Translator's Workbench. If you select specific project settings or set a filter, Translator's Workbench only considers those matches that match the project or filter settings during the **Analyse** or **Translate** processes. For more information, see "Defining Project and Filter Settings" on page 2-24.

TIP

The **Options** command in the **Analyse**, **Translate** and **Clean Up** dialog boxes provides you with direct access to the **Project and Filter Settings** dialog box.

Translation Memory Options

There are four tabs in the **Translation Memory Options** dialog box that contain options affecting the batch functions: general, penalties, substitution localisation and tools.

General

Set the minimum match value. During the **Analyse** or **Translate** processes, Translator's Workbench considers only those matches whose value exceed the specified minimum match value. For more information, see "Minimum Match Value (%)" on page 2-29.

Penalties

Assign a percentage penalty to translation units based on their content. Not all of the penalties necessarily apply as they depend both on the type of text for translation and the origin of the translation memory. For example, if your translation memory was not created with an alignment tool and your text has not been processed using a machine translation system, neither the alignment penalty nor the machine translation penalty apply. Or, if your translation memory supports multiple translations, the multiple translations penalty applies during translation. You can customise the percentage value for each of the penalties. For more information, see "Defining Penalties Settings" on page 2-35.

Substitution Localisation

Under **Substitution Localisation**, you specify how Translator's Workbench handles dates, numbers, measurement and time formats during the **Translate** process. For more information, see "Defining Substitution Localisation Settings" on page 2-40.

Tools

The **Tag Settings** command on the **Tools** tab provides direct access to the Tag Settings Manager where you can manage the tag settings file list for batch operations that involve XML/HTML/SGML documents. For more information, see "Tag Settings Files in Translator's Workbench" on page 2-48.

The **Tools** tab also contains settings for batch processing different file formats, log file handling, backup and multiple translations. For more information, see "Defining Batch Tools Settings" on page 2-46.

TIP

The **Options** command in the **Analyse**, **Translate** and **Clean Up** dialog boxes provides you with direct access to the **Translation Memory Options** dialog box.

ANALYSING DOCUMENTS

NOTE

If you are using SDL Trados Synergy, your documents are analysed for you as part of the project creation process.

The **Analyse** command in Translator's Workbench analyses one or more documents by comparing them to the currently selected translation memory. Translator's Workbench reads the documents segment by segment and determines the corresponding match value by searching for identical or similar sentences in your translation memory. Translator's Workbench also examines the text for repetitions. The first occurrence of a segment with no identical match in the translation memory is counted as either a *fuzzy match* or a *no match*. Any subsequent occurrence of the same segment is counted as a *repetition match*. When a document in Word or TagEditor is being translated, a repetition match need only be translated once. The next time the same sentence occurs in the source text, Translator's Workbench recognises it as a 100% match. In documents that have had PerfectMatch applied, Translator's Workbench also recognises PerfectMatch units (XUs) and counts these as a separate match type.

During analysis, the calculated match values are accumulated for each file and then for all files combined. Translator's Workbench also counts the number of segments, words and placeable elements, such as tags, graphics and fields. This information is displayed on screen and written to log files that you can consult later. In the case of placeables, the information is written to the log files only. The **Analyse** function takes account of penalties set in the translation memory options. For more information, see "Defining Penalties Settings" on page 2-35.

After analysis, you can create a project translation memory. This is a subset of a translation memory containing only those translation units relevant to the new documents for translation. You can also export frequent and unknown segments from the analysed documents into different text files for further processing by, for example, a machine translation system.

FREELANCE

The **Create Project TM** option is not available in the Freelance version of Translator's Workbench.

Use the **Analyse function** to assess the scope of a translation project, as a basis for assigning translation work among members of a translation team and as a means of drawing up a project budget based on the number of exact and fuzzy matches.

Using the Analyse Command

The following section provides instructions for carrying out an analysis on one or more source documents.

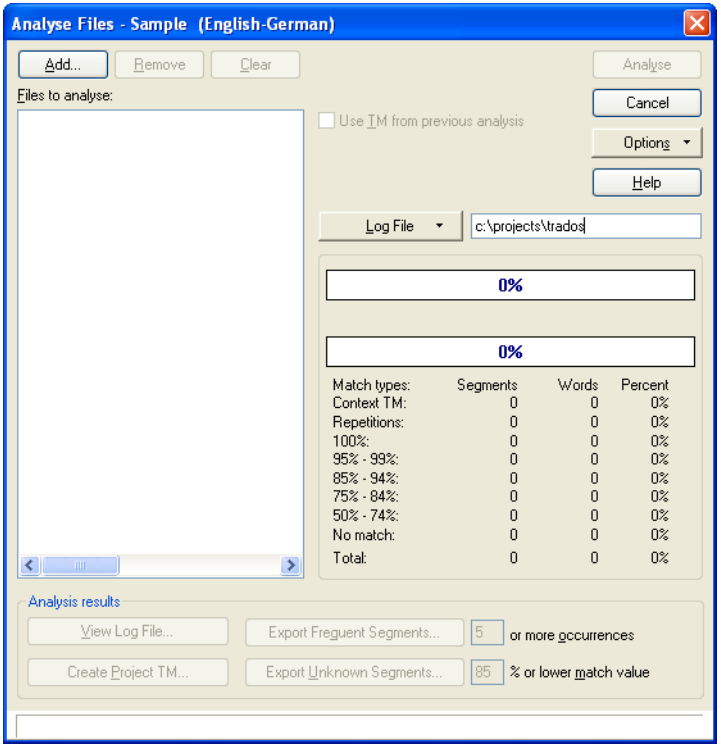
NOTE

- If you are using SDL Trados Synergy, your documents are analysed for you as part of the project creation process and you will not need to carry out this process.
- When working with server-based translation memories, you must have Power User or TM Administrator access rights to use the **Analyse** command.

To analyse one or more documents, follow these steps:

1 In Translator's Workbench, select **Open** from the **File** menu to open the translation memory that you wish to use for the analysis operation.

2 Select **Analyse** from the **Tools** menu. The **Analyse Files** dialog box opens.



3 Before you begin the analysis, check that the translation memory, project and filter settings you have specified are suitable. Use the **Options** command to access the **Translation Memory Options** and the **Project and Filter Settings** dialog boxes directly. For more information, "Preparing your Translation Memory" on page 8-4.

4 Add the files to be analysed to the **Files to analyse** list. This can be done in one of two ways:

- Click **Add**. The **Files to Analyse** dialog box opens. Browse to the location of the files, select the files for analysis and click **Open** to add them to the **Files to analyse** list.
- Drag and drop the file(s) from Windows Explorer or the **Find Files** dialog box into the **Files to analyse** list.

To remove files from the list, select them and click **Remove**. You can delete the entire list by clicking **Clear**.

5 Use the **Log File** control to specify the log file(s) in which statistical information about the analysis operation is saved. Translator's Workbench creates two log files: one in text format with a `.log` extension and the other in comma-separated form with a `.csv` extension. The CSV format can be directly imported into spreadsheet applications such as Microsoft Excel and presents the analysis results in a tabular form. This makes it easier to process the analysis results for budgeting and scheduling purposes. By default, the log files are located in the same folder and have the same file name as the current translation memory. For more information about log file options, see "Defining Batch Tools Settings" on page 2-46.

- To create a new log file or locate an existing log file, click **Log File > Browse**.
- To view the log file that is currently specified, click **Log File > View**.
- To delete the log file that is currently specified, click **Log File > Delete**.

6 Click **Analyse** to start the analysis. Translator's Workbench displays two progress indicators: one for the current file and one for the total number of files.

As the analysis is performed, Translator's Workbench displays a summary of the results in the **Analyse Files** dialog box.

Post-analysis Options

After analysis is complete, Translator's Workbench offers a range of options in the **Analyse Files** dialog box:

- View Log File
- Create Project TM
- Export Frequent Segments

- Export Unknown Segments
- Use TM from previous analysis.

View Log File

Select **View Log File** to load the text-only log file that is created during analysis into Windows Notepad, where you can view and edit it. The log file contains a file-by-file breakdown of the statistical information of the analysis. In addition to the information displayed on screen during the analysis, the log file also includes the number of characters per word and the number of placeable elements. This information helps you to estimate how much non-translatable material is contained in the source documents analysed.

Creating a Project Translation Memory (TM)

Sometimes it is useful to create a smaller translation memory that contains only those translation units that are relevant to a particular project or file set. You do this by analysing the files for translation against the main translation memory. After the analysis is complete you create a project translation memory by following these steps:

1. Click **Create Project TM** in the **Analyse Files** dialog box.
2. Assign a file name to the project translation memory. Translator's Workbench extracts the relevant translation units from the current translation memory and adds them to your project translation memory.

FREELANCE

The **Create Project TM** option is not available in the Freelance version of Translator's Workbench.

Exporting Frequent Segments and Unknown Segments

Where the text for translation contains many repeated sentences, you can export the source segments that occur more than a specific number of times (the default is 5) to a an export file (either text or RTF format).

Export frequent and unknown segments to a RTF file. Open the file in Word and translate using the translation memory from which the segments were exported. After you have completed the translation of the RTF file all frequent or unknown segments have been added to the translation memory.

To create a frequent segments text file, follow these steps:

1. Specify the minimum number of times a segment should occur to qualify as frequent in the **or more occurrences** box of the **Analysis results** group box (the default is 5).

2 Click **Export Frequent Segments**.

Similarly, you can create a text file of segments that fall below a minimum fuzzy match value:

1 Specify a minimum fuzzy match value in the **% or lower match value** box (the default is 85%).

2 Click **Export Unknown Segments**.

Translator's Workbench exports all sentences falling below the specified match value to a text file or an RTF file for processing in Word. In some cases, it may be useful to use a Translator's Workbench-compatible machine translation system, such as LOGOS™ or Systran® Professional for Windows, to machine-translate this file. To export all unknown segments directly into a file that LOGOS or Systran can process from the **Export Unknown Segments** dialog box, select Systran (`*.rtf`) or Logos (`*.sgm`) from the **Save as Type** drop-down list.

The machine translation system can then produce a rough translation of all unknown segments. After this rough translation, you can import the machine-translated units back into the translation memory. As a result, you get a mixed translation memory containing both high-quality translation units from the current translation memory and machine-translated segments. Translator's Workbench applies its machine translation penalty to the machine-translated segments. For more information, see "Machine Translation Penalty (%)" on page 2-39.

Use TM from Previous Analysis

This option is useful when comparing different translation projects, even if you have an empty translation memory.

For example, you want to analyse two releases or versions of a manual called `Manual1.doc` and `Manual2.doc` and you have an empty translation memory called `Manuals.tmw`. To see the differences between the two versions, follow these steps:

1 Analyse the first version of the manual (`Manual1.doc`) using `Manuals.tmw`. As it analyses files, Translator's Workbench builds a temporary translation memory containing all source sentences from the analysed files. In this example, Translator's Workbench creates a temporary translation memory containing all the sentences in `Manual1.doc`.

2 Remove `Manual1.doc` from the **Files to analyse** list by clicking **Clear** and add `Manual2.doc`. Check the **Use TM from previous analysis** option and click **Analyse**. During the second analysis, Translator's Workbench uses the temporary translation memory created during the first analysis (which contains all source sentences from `Manual1.doc`) rather than `Manuals.tmw`. This analysis shows you the differences between the two manuals.

This procedure is also useful when determining whether an alignment of old translation material is worthwhile or not.

PRE-TRANSLATING DOCUMENTS

Sometimes you may wish to pre-translate documents before translating them interactively.

- Automatically translate all segments from one or more documents of a specified match value in the current translation memory.
- Replace translations of known terms from a MultiTerm termbase or insert them as annotations in segments for which no match is found in the translation memory.
- Update a translation memory with translated segmented documents where changes were made to the documents outside the Translator's Workbench interactive environment.
- Segment unknown sentences in your document so that they can be translated without Translator's Workbench and later imported into the translation memory.

Using the Translate Command

The following section provides instructions for pre-translating one or more source documents using an existing translation memory.

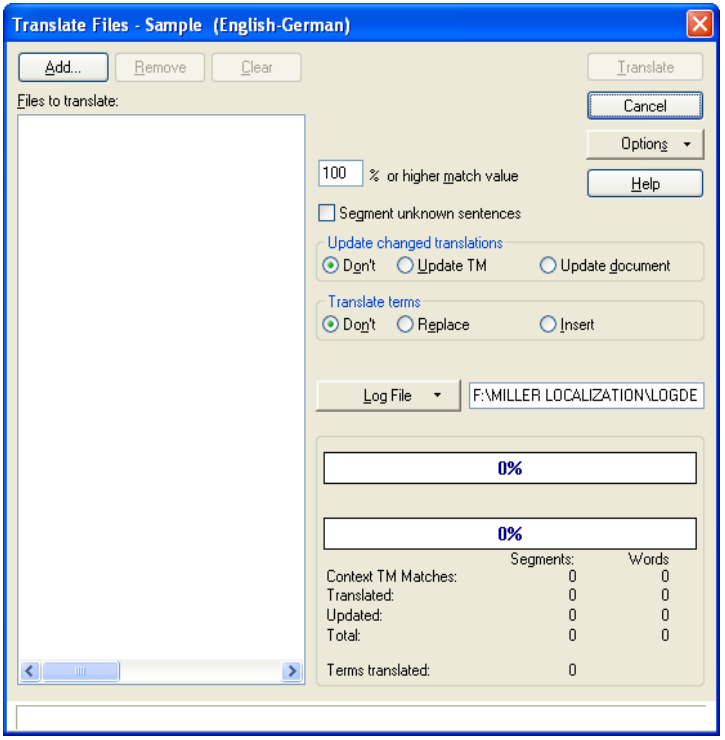
NOTE

- When working with server-based translation memories, you must have Power User or TM Administrator access rights to use the **Translate** command.

To pre-translate one or more documents, follow these steps:

1. In Translator's Workbench, select **Open** from the **File** menu to open the translation memory that you wish to use for pre-translation.

2. In Translator's Workbench, select **Translate** from the **Tools** menu. The **Translate Files** dialog box opens.



3. Before you begin pre-translation, check that the translation memory, project and filter settings you have specified are suitable. Use the **Options** command to access the **Translation Memory Options** and the **Project and Filter Settings** dialog boxes directly. For more information, "Preparing your Translation Memory" on page 8-4.

4 Add the files to be translated to the **Files to Translate** list. This can be done in one of two ways:

- Click **Add**. The **Files to Translate** dialog box opens. Browse to the location of the files, select the files for translation and click **Open** to add them to the **Files to translate** list.
- Drag and drop the file(s) from Windows Explorer or the **Find Files** dialog box into the **Files to translate** list.

To remove files from the list, select them and click **Remove**. You can delete the entire list by clicking **Clear**.

5 Set the minimum match value for segments to be translated in the **% or higher match value** box. If you set it to 100%, only those segments from the documents that have an exact match in the current translation memory are translated. If you set it to a lower value, such as 95%, all segments whose match value is at least 95% are translated. The **Translate** command takes account of penalties set in the **Translation Memory Options** dialog box. For more information, see "Defining Penalties Settings" on page 2-35.

6 Check **Segment unknown sentences** if you want Translator's Workbench to put delimiting marks around segments for which no match is found in the translation memory. This is useful for translating documents without using Translator's Workbench. After translation, use **Clean Up** to update the translation memory based on the segmented translated sentences. For more information, see "Segment Unknown Sentences" on page 8-16.

7 Set the **Translate terms** options as required. For more information, see "Translate Terms Options" on page 8-15.

8 Set the **Update changed translations** options as required. For more information, see "Update Changed Translations Options" on page 8-14.

9 Use the **Log File** control to specify the log file(s) in which statistical information about the pre-translate operation is saved. Translator's Workbench creates two log files: one in text format with a `.log` extension and the other in comma-separated form with a `.csv` extension. For more information about log file options, see "Defining Batch Tools Settings" on page 2-46.

- To create a new log file or locate an existing log file, click **Log File > Browse**.
- To view the log file that is currently specified, click **Log File > View**.
- To delete the log file that is currently specified, click **Log File > Delete**.

10 Click **Translate** to start the translation process. Translator's Workbench displays two progress indicators: one for the current file and one for the total number of files.

When pre-translation is complete, click **View Log File** to examine the log file containing the statistical information of the translation.

Translate Options

While pre-translation is in progress, Translator's Workbench counts the number of terms and segments that are being processed. This information is displayed on screen and written to a log file that you can consult when pre-translation is complete.

After pre-translation, the translated files are saved to the hard disk. By default, Translator's Workbench also backs up each RTF -based workflow file that is processed. These backup files have the same name as the original with the extension `.bak`. If you clear the **Keep backup** box in the **Tools** tab of the **Translation Memory Options** dialog box, no backup copies are kept.

Update Changed Translations Options

The **Update changed translations** options apply to documents that can be categorised in one of the following ways:

- They have already been partially or entirely translated with Translator's Workbench, so they contain translation units (hidden source text with target text translation).
- The translation memory used for the **Translate** function is the same as the one that was used for the previous translation.
- Changes were made to the translation units in the document without using Translator's Workbench, which means that these changes were not updated in the translation memory. As a result, some translation units in the document differ from those in the translation memory.

Use the **Update changed translations** options to decide what should happen to the pre-translated document and the corresponding translation memory:

- If **Don't** is selected, changes made to the translation units in the document stay untouched and are not updated to the translation memory. This is the default.
- If **Update TM** is selected, changes made to translation units in the document are updated to the translation memory. This is especially useful after spell-checking or after making other changes to the translated document without using Translator's Workbench. If source text has been changed in one or more document translation units, Translator's Workbench compares the new source text to the translation memory. If a corresponding translation unit exists in the translation memory, it is overwritten. Otherwise a new translation unit is created in the translation memory with the new source text from the document, together with its translation.

NOTE

If the translation memory supports multiple translations, Translator's Workbench checks the **Always add new TU when target segments differ** option on the **Tools** tab of the **Translation Memory Options** dialog box before deciding whether to create a new translation unit or overwrite an existing one.

- If **Update document** is selected, changes made to the translation units in the document are undone and the translations in the translation memory are used instead.

Translate Terms Options

When you run the **Translate** command, you can set different **Translate terms** options. The **Translate terms** options apply to segments for which no match is found in the translation memory and where terms within the segments are found in the corresponding MultiTerm termbase:

- If **Don't** is selected, Translator's Workbench does not translate known terms. This is the default.
- If **Replace** is selected, Translator's Workbench replaces known terms with their translations from the MultiTerm database. If multiple translations are present, the first is used. Translated terms are formatted in a special character style called *tw4winTerm* to help you identify terms more easily. If you choose to replace known terms, we recommend you also check **Segment unknown sentences**. This ensures that translations are inserted only into the target sentence; your source sentences are left as they are (as hidden text).
- If **Insert** is selected, Translator's Workbench inserts translated terms as comments. If multiple translations are present, they are separated by a comma inside the annotation or comment. Translator's Workbench identifies any annotations or comments it inserts as `[tw1], [tw2], [tw3]` and so on. Comments appear in a separate window; double-click the annotation or comment mark in Word to open the window. The comment mark appears in your document as hidden text. Click **Show/Hide ¶** on Word's Standard toolbar to display annotation and comment marks in a Word document. For further information on working with comments, see the online help for Word.

NOTE

You cannot use the **Insert** function when pre-translating documents for use with TagEditor as TagEditor does not support annotations or comments.

Segment Unknown Sentences

Running the **Translate** command in Translator's Workbench allows you to automatically insert matches from a translation memory into source documents for translation. Activating the Segment Unknown Sentences option duplicates the source text as target text and inserts Translator's Workbench delimiters around the translation unit. Translators who do not have access to a translation memory can translate the target text portion without a translation memory. The translation memory can be updated at a later time. While this approach may be useful for small updates to a project, it is not recommended where several translators may be working on the same set of documents. In this case, sharing a translation memory over a network improves consistency and translation quality.

NOTE

Translator's Workbench also uses Word's built-in language features to segment text. Ensure that the correct language is set.

CLEANING UP TRANSLATED DOCUMENTS

After translation and, in the case of tagged file formats, tag verification, your target files are still in bilingual format. Bilingual files contain hidden source text and segment delimiting marks that must be removed before the target files are converted back into their original format. The process of removing this bilingual data from the target files is known as *clean up*.

The clean up process also involves some secondary functions. For files that have been reviewed and edited independently of Translator's Workbench, the clean up process allows you to update the translation memory in accordance with the latest changes in the target files. Also, if you used the **Translated Text Colours** option in Translator's Workbench to apply colour formatting to text during translation, clean up restores the original colour formatting of text.

Use the **Clean Up** command to process translated documents as follows:

- Remove hidden source text and segment delimiting marks from your document(s).
- Update the translation memory in accordance with changes that have been made to the target files outside Translator's Workbench. The **Clean Up** feature counts the number of segments and words that are updated during the process. The summary data is displayed on screen and written to a log file.

TIP

The option to update the translation memory is not available when you use the **Save Target As** command in TagEditor to clean translated documents.

- Restore the original colouring of your text if you have used the **Translated Text Colours** option in Translator's Workbench.
- Restore the original file extension, in the case of TradosTag (TTX) documents.

Using the Clean Up Command

The following section provides instructions for cleaning up one or more source documents.

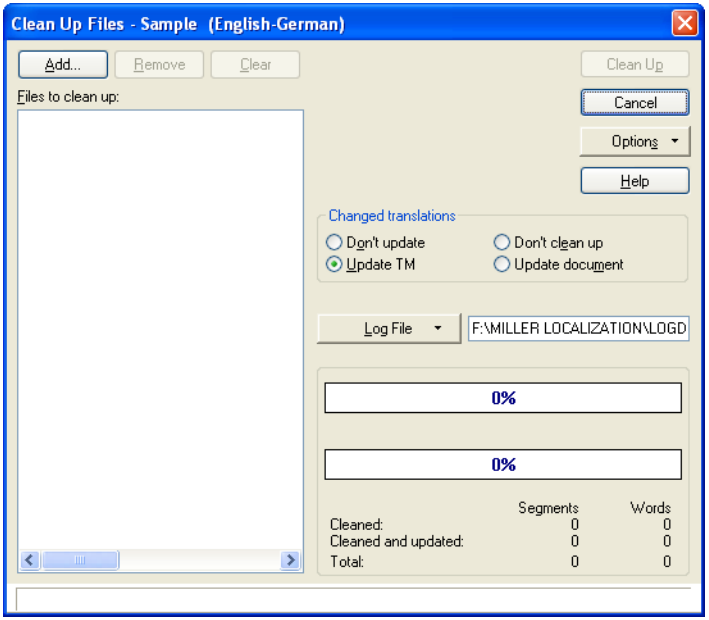
NOTE

When working with server-based translation memories, you must have Power User or TM Administrator access rights to use the **Clean Up** command.

To clean up one or more documents, follow these steps:

1 In Translator's Workbench, select **Open** from the **File** menu to open the translation memory that you was used to translate the documents that you wish to clean up.

2 Select **Clean Up** from the **Tools** menu. The **Clean Up Files** dialog box opens.



3 Before you begin the clean up, check that the translation memory, project and filter settings you have specified are suitable. Use the **Options** command to access the **Translation Memory Options** and the **Project and Filter Settings** dialog boxes directly. For more information, "Preparing your Translation Memory" on page 8-4.

4 Add the files to be cleaned to the **Files to Clean** up list. This can be done in one of two ways:

- Click **Add**. The **Files to Clean up** dialog box opens. Browse to the location of the files, select the relevant files and click **Open** to add them to the **Files to Clean up** list.
- Drag and drop the file(s) from Windows Explorer or the **Find Files** dialog box into the **Files to Clean up** list.

To remove files from the list, select them and click **Remove**. You can delete the entire list by clicking **Clear**.

5 Set the **Changed Translations** options you require. For more information, see "Changed Translations Options" on page 9-19.

6 Use the **Log File** control to specify the log file(s) in which statistical information about the clean up operation is saved. Translator's Workbench creates two log files: one in text format with a `.log` extension and the other in comma-separated form with a `.csv` extension. For more information about log file options:

- To create a new log file or locate an existing log file, click **Log File** > **Browse**.
- To view the log file that is currently specified, click **Log File** > **View**.
- To delete the log file that is currently specified, click **Log File** > **Delete**.

7 Select the name of the log file where Translator's Workbench saves the statistical information.

8 Click **Clean Up** to start the process of cleaning and updating. Translator's Workbench displays two progress indicators: one for the current file and another for the total number of files.

After clean up, click **View Log File** to examine the log file containing the statistical information of the clean up process. Open the clean documents in the relevant target application to verify that the source text and segment delimiting marks have been removed. Some file formats, such as STF and the DTP file formats, may require further processing and/or conversion before the final translation can be viewed in the target application.

FOR MORE INFORMATION

For more information about the workflow for DTP file formats, see the *File Formats Reference Guide*.
For more information about the RTF-based and TTX-based workflows for Word documents see the *File Formats Reference Guide*.

Clean Up Options

By default, Translator's Workbench makes a backup copy of each file before clean up with the same name as the original and the extension `.bak`. If you do not want this, deselect **Keep Backup** in the **Tools** tab of the **Translation Memory Options** dialog box.

Changed Translations Options

The **Changed translations** options apply to documents that meet the following requirements:

- They have been translated with Translator's Workbench, so they contain translation units (hidden source text with target text translation).
- The translation memory used for the **Clean Up** function is the same as the one that was used for the translation of the documents.
- Changes were made to the translation units in the document without using Translator's Workbench, which means that these changes were not updated in the translation memory. As a result, some translation units in the document differ from those in the translation memory.

Use the **Changed translations** options in the **Clean Up Files** dialog box to decide what should happen to the document and the corresponding translation memory:

- If **Don't update** is selected, changes made to the translation units in the document stay untouched and are not updated to the translation memory. This is the default setting.
- If **Update TM** is selected, changes made to translation units in the document are updated to the translation memory. The translation memory is updated according to the changes made to the document. This is useful after spell-checking or if you have made other changes to the translated document without using Translator's Workbench. If source text has been changed, Translator's Workbench compares the new source text to the translation memory. If a corresponding translation unit exists in the translation memory, it is overwritten. Otherwise a new translation unit is created in the translation memory with the new source text from the document, together with its translation.

NOTE

If the translation memory supports multiple translations, Translator's Workbench checks the **Always add new TU when target segments differ** option in the **Tools** tab of the **Translation Memory Options** dialog box before deciding whether to create a new translation unit or overwrite an existing one.

- If **Update document** is selected, changes made to the translation units in the document are undone and the translations in the translation memory are used instead.
- If **Don't clean up** is selected, translation units in the document that differ from their counterparts in the translation memory are untouched during clean up. Unlike the **Don't update** option, **Don't clean up** does not remove the hidden source part and delimiting marks of the changed document translation units. This allows you to check the differences between the translation units in the document and those in the translation memory after clean up. The **Don't clean up** option is not available for TradosTag (TTX) that have been translated in TagEditor.

Cleaning up HTML, SGML and XML Documents

Before cleaning up HTML, SGML and XML documents in TradosTag format, ensure that the correct tag settings have been specified in the Tag Settings Manager so that the target SGML, XML or HTML files can be created. You can access the Tag Settings Manager directly from the **Tools** tab of the **Translation Memory Options** dialog box, For more information,
see "Tag Settings Files in Translator's Workbench" on page 2-48.

Troubleshooting Files after Clean Up

The information in this section is only valid for Word (DOC or RTF) documents.

During document translation, Translator's Workbench segments your text. During clean up, Translator's Workbench removes segment delimiters. It displays error messages if it encounters problems during this batch process. You can find a complete list of these error messages in the online help. These error messages are also written to the log files (both `.log` and `.csv`).

You cannot interactively troubleshoot errors as they occur during a batch process. Translator's Workbench inserts a special tag in the document at the point where an error occurs and continues with the batch process. This special tag is a double arrow, pointing to where the error occurred — « ([Alt]+[0171]) and/or » ([Alt]+[0187]). The arrow is formatted in a character style called *tw4winError*, which displays text in a bright green colour.

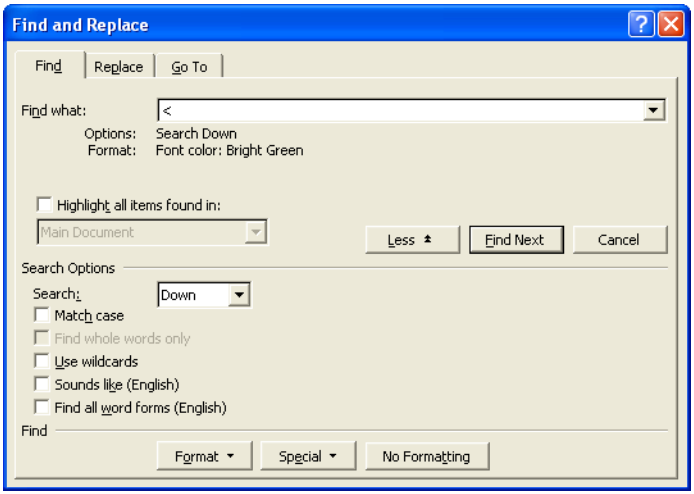
NOTE

The character style *tw4winError* does not appear if the **Strip TW4Win styles** options is selected in the **Tools** tab of the **Translation Memory Options** dialog box.

To locate the errors after clean up is complete, follow these steps:

1. Open the file(s) containing the error(s) in Word.
2. Select **Find** from the **Edit** menu. Click **More** to display the entire **Find** dialog box. This is not necessary in earlier versions of Word.

3 Search for the double arrow « ([Alt]+[0171]) and/or » ([Alt]+[0187]), which is formatted in a bright green colour.



4 Click **Find Next**. Word finds the first double arrow. The error is probably a segmentation tagging error (for example, the start of a main segment has been accidentally deleted or a subsegment start mark cannot be found). Refer to the online help for a complete description of errors and troubleshooting options.

5 After troubleshooting all errors in the document files, remove the error markers and batch-process them again. Save and close the files in Word and run **Clean Up** again in Translator's Workbench.

Removing the tw4winError Markers

After you have removed segmentation errors, you should delete the *tw4winError* markers before you clean up the corresponding files again. To remove these markers using the **Replace** command, follow these steps:

1 Open the file(s) containing the error marker(s) in Word.

2 Select **Replace** on the **Edit** menu.

3 Search for the double arrow « ([Alt]+[0171]) and/or » ([Alt]+[0187]), which is formatted in a bright green colour. Click **More** to display the entire **Replace** dialog box. This is not necessary in earlier versions of Word. Leave the **Replace with** box empty.

4 Click **Replace All** to remove all error markers in one go. Then save your documents again.

THE TRADOSTAG VIEWER PLUG-IN

This chapter introduces the TradosTag Viewer plug-in in TagEditor. Sections include:

- Overview of the TradosTag Viewer plug-in
- How to use TradosTag Viewer
- Activating TradosTag Viewer
- Defining style sheet, font and colour settings
- Launching TradosTag Viewer

Chapter

9

OVERVIEW

This chapter introduces the TradosTag Viewer plug-in. It explains how to use TradosTag Viewer to preview and print TradosTag documents. It shows you how to define style sheet, font and colour settings and how to activate and launch the TradosTag Viewer from TagEditor.

Audience

The information in this chapter is relevant to all users who are working in the TagEditor editing environment.

About TradosTag Viewer

TradosTag Viewer is a TagEditor plug-in that allows you to preview and print TradosTag (TTX) documents from within Internet Explorer. It is easy to use and fully integrated with TagEditor:

- To launch TradosTag Viewer, you click on the **Preview** tabs in the main TagEditor window. TradosTag Viewer then uses Internet Explorer to create a formatted version of the bilingual TradosTag document.
- To return to edit mode where the document can be modified as necessary, you click on the **Edit** tab in the main TagEditor window.

As long as the TradosTag Viewer plug-in is activated, you can switch freely back and forth between the preview and edit modes.

With TradosTag Viewer, you can preview documents that have been partially or fully translated. The **Preview** tabs allow you to choose between previewing only the target version of a bilingual TradosTag document, or previewing both the source and target versions side-by-side.

Document Display

TradosTag Viewer uses style sheet technology to transform the TradosTag document into an HTML-based format that is semi-WYSIWYG. When you use the correct style sheet, the previewed document is displayed without tags and formatting elements such as headings, tables and bulleted lists are correctly rendered. For more information, see “About Style Sheets” in the following section.

With TradosTag Viewer, you can apply colour and font settings to distinguish between newly translated text and text that has been recycled from translation memory. Colour settings also allow you to distinguish between different match types, including PerfectMatch, exact, fuzzy and no matches. With colour and font settings applied, you can easily prioritise specific parts of the translation for review.

TradosTag Viewer allows you to define different colour and font settings for screen and print output. The default settings for print output present different match types in different font weights and shades of grey. For more information about font and colour settings, see "Defining Colour and Font Settings" on page 9-8.

Prerequisites

Before you start working with TradosTag Viewer:

- Make sure that Microsoft Internet Explorer 6.0 or higher is installed on your system.
- Make sure that the font *Tahoma* is installed on your system. Tahoma is the default font used to display text in Internet Explorer. The Tahoma font is available in all recent versions of Microsoft Windows.
- Make sure that you have the necessary style sheets for the documents you wish to preview.

About Style Sheets

For each TradosTag document that you wish to preview, TradosTag Viewer requires a suitable style sheet. The style sheet contains information about the original file format of the TradosTag document. It allows TradosTag Viewer to interpret formatting information and to render the document correctly in Internet Explorer. For more information about selecting a style sheet for the document you are about to preview, see "Selecting a Style Sheet" on page 9-6.

Default Style Sheets

TradosTag Viewer ships with some default XSL-based style sheets:

- `HTML.xsl` – style sheet for previewing and printing HTML documents that have been converted to TradosTag. The HTML style sheet can be used as is. All formatting is preserved except for graphics which are displayed as placeholders. Note that this style sheet does not currently support ASP and JSP files.
- `STF.xsl` – style sheet for previewing and printing FrameMaker or Interleaf documents that have been converted to TradosTag. The STF style sheet needs to be customised so that user-defined style names from the original FrameMaker and Interleaf documents can be interpreted correctly.
- `InDesign CS 2.xsl`– style sheet for previewing and printing InDesign CS2 files that have been converted to TradosTag.
- `OpenOffice.xsl`– style sheet for previewing and printing OpenOffice and StarOffice documents that have been converted to TradosTag.

- `PowerPoint.xsl`– style sheet for previewing and printing PowerPoint documents that have been converted to TradosTag.
- `TableView.xsl`– style sheet for viewing TradosTag files in a tabular format.

With these style sheets, TradosTag Viewer displays the different match types in the TradosTag document using the colour and font settings you define in the **Colour and font settings** dialog box.

The default installation location for the style sheets is:
C:\Program Files\SDL International\T2007[_FL]\PlugIns\TTXPreview\Stylesheets.

Custom Style Sheets

TradosTag Viewer also supports custom style sheets. To use your own style sheet(s) with TradosTag Viewer, copy the file(s) to the *Stylesheets* subfolder of your SDL Trados installation. The style sheet is then made available for selection in the **TradosTag Viewer Plug-in Properties** dialog box.

Customisation Services

TradosTag Viewer also supports other file types. SDL provides customisation services.

PREPARING THE TRADOSTAG VIEWER

This section explains how to activate the TradosTag Viewer plug-in and how to define style sheet, font and colour settings.

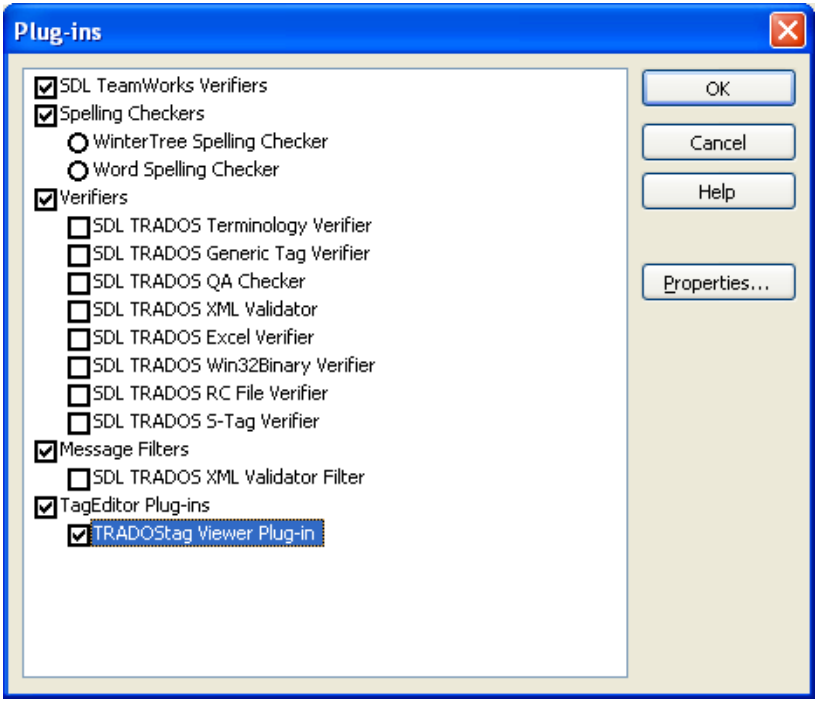
Activating TradosTag Viewer

Before you define settings or launch a preview, you must activate the TradosTag Viewer in the **Plug-ins** dialog box in TagEditor.

To activate the TradosTag Viewer:

1 From the **Tools** menu in TagEditor, select **Plug-ins**. The **Plug-ins** dialog box is displayed.

2 Select **TagEditor Plug-ins** and then select **TradosTag Viewer Plug-in**.



3 Click **Properties** to open the **TradosTag Viewer Plug-in Properties** dialog box where you can define style sheet, colour and font settings. For more information about choosing a style sheet, see “Selecting a Style Sheet” on page 9-6. For more information about colour and font settings, see “Defining Colour and Font Settings” on page 9-8.

4 Click **OK** to close the **Plug-ins** dialog box and to return to the main TagEditor program window.

TradosTag Viewer is now ready for use. Use the **Preview** tabs at the bottom of the main TagEditor window to launch the viewer. For more information, see "Launching TradosTag Viewer" on page 9-9.

NOTE

While the TradosTag Viewer plug-in is not active, the **Preview** tabs provide access to the internal viewer that is available with TagEditor. For more information, see "Deactivating TradosTag Viewer" on page 9-11.

Selecting a Style Sheet

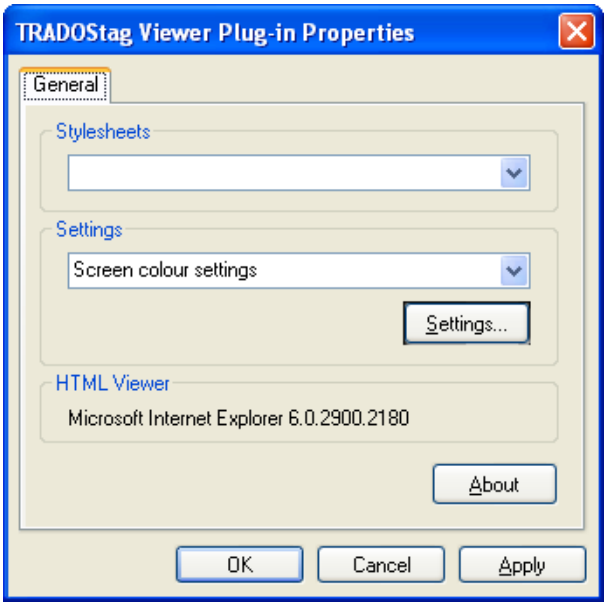
For each TradosTag document that you wish to preview, TradosTag Viewer requires a suitable style sheet. The style sheet contains information about the original file format of the TradosTag document. Use the default style sheets that ship with TagEditor to preview HTML and STF documents, or create a custom style sheet to preview other file formats. For more information, see "About Style Sheets" on page 9-3.

To select a style sheet:

1 From the **Tools** menu in TagEditor, select **Plug-ins**. The **Plug-ins** dialog box is displayed.

2 Select **TagEditor Plug-ins** and then select **TradosTag Viewer Plug-in**.

3 Click **Properties** to open the **TradosTag Viewer Plug-in Properties** dialog box.



4 Select the required style sheet from the **Stylesheets** list. The HTML and STF style sheets that ship with TagEditor are available by default.

NOTE

- The HTML style sheet can be used as is. All formatting is preserved except for graphics which are displayed as placeholders.
- The STF style sheet needs to be customised so that user-defined style names from the original FrameMaker and Interleaf documents can be interpreted correctly.

5 Click **Apply** to confirm your selection.

6 Click **Settings** to open the **Colour and font settings** dialog box where you can define further display settings for the document you wish to preview. For more information, see "Defining Colour and Font Settings" in the following section.

7 Click **OK** to return to the **Plug-ins** dialog box.

8 Click **OK** to return to the main TagEditor window.

FOR MORE INFORMATION

For more information about starting the preview, see "Launching TradosTag Viewer" on page 9-9.

Defining Colour and Font Settings

With TradosTag Viewer, you can apply colour and font settings to differentiate between types of text in the TradosTag document. TradosTag Viewer provides settings for source text, untranslated text, and different match types, including PerfectMatch, exact, fuzzy and no matches. You can define different settings for screen and print output, or custom settings for other purposes.

To define colour and font settings:

1 From the **Tools** menu in TagEditor, select **Plug-ins**. The **Plug-ins** dialog box is displayed.

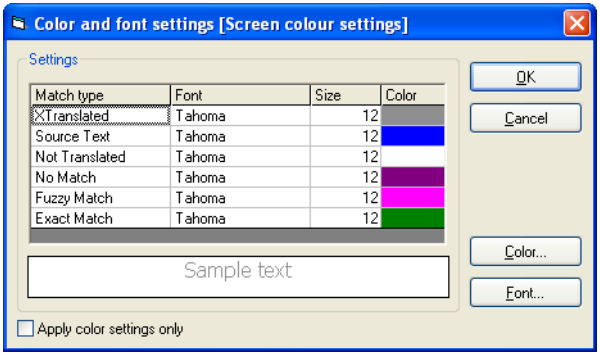
2 Select **TagEditor Plug-ins** and then select **TradosTag Viewer Plug-in**.

3 Click **Properties** to open the **TradosTag Viewer Plug-in Properties** dialog box**.**

4 Depending on the type of settings you wish to define, select an item from the **Settings** drop-down list:

- To define settings for screen viewing, select **Screen colour settings**.
- To define settings for print output, select **Printer colour settings**.
- To define custom settings for other purposes, select **Custom colour settings**.

Click the **Settings** button. The **Colour and font settings** dialog box is displayed.



5 Define settings for each match type as follows:

- Select a **Match type** from the list.
- Click **Font** to open the **Font** dialog box where you can define font and font size settings for the selected match type.
- Click **Colour** to open the **Colour** dialog box where you can define colour settings for the selected match type.

6 To apply only the specified colour settings to the selected match type, select **Apply colour settings only**. In this case, the specified font settings are ignored; formatting properties defined in the current style sheet are applied instead.

7 When you are satisfied with the settings you have defined, click **OK** to return to **TradosTag Viewer Plug-in Properties** dialog box.

8 Repeat steps 4 to 6 to define settings for each type of output.

9 Click **OK** to close the **TradosTag Viewer Plug-in Properties** dialog box and to return to the main TagEditor window.

TradosTag Viewer is now ready for use. The next section shows you how to start the preview.

LAUNCHING TRADOSTAG VIEWER

Before you start, make sure that you have selected a suitable style sheet for the document you wish to preview. For more information, see "Selecting a Style Sheet" on page 9-6. You can also define colour and font settings to differentiate between newly translated text and different match types in the TradosTag document. For more information, see "Defining Colour and Font Settings" on page 9-8.

To launch TradosTag Viewer and preview a TradosTag document:

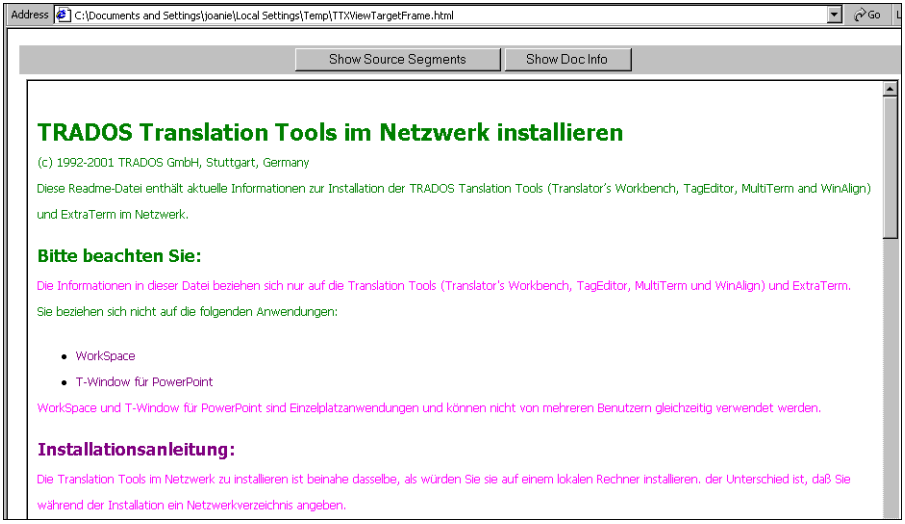
1 In TagEditor, save the file that you wish to preview in TradosTag bilingual format (TTX) using the **Save Bilingual As** command. The file may be partially or fully translated.

2 Click any of the **Preview** tabs at the bottom of the main TagEditor window to launch Internet Explorer where the document preview is displayed.

NOTE

The source and target language **Preview** tabs in TagEditor use the corresponding language flag icons from the current translation memory in Translator's Workbench. If there is no translation memory open, UN flags are displayed instead of the language flags.

The screenshot below shows a TradosTag document in preview mode in Internet Explorer. The different font colours indicate different match types, as defined in the **Colour and font settings** dialog box:


Address
C:\Documents and Settings\joanie\Local Settings\Temp\TTXViewTargetFrame.html
Go
Show Source Segments
Show Doc Info
TRADOS Translation Tools im Netzwerk installieren
(c) 1992-2001 TRADOS GmbH, Stuttgart, Germany
Diese Readme-Datei enthält aktuelle Informationen zur Installation der TRADOS Tanslation Tools (Translator's Workbench, TagEditor, MultiTerm and WinAlign) und ExtraTerm im Netzwerk.
Bitte beachten Sie:
Die Informationen in dieser Datei beziehen sich nur auf die Translation Tools (Translator's Workbench, TagEditor, MultiTerm und WinAlign) und ExtraTerm. Sie beziehen sich nicht auf die folgenden Anwendungen:
WorkSpace
T-Window für PowerPoint
WorkSpace und T-Window für PowerPoint sind Einzelplatzanwendungen und können nicht von mehreren Benutzern gleichzeitig verwendet werden.
Installationsanleitung:
Die Translation Tools im Netzwerk zu installieren ist beinahe dasselbe, als würden Sie sie auf einem lokalen Rechner installieren. der Unterschied ist, daß Sie während der Installation ein Netzwerkverzeichnis angeben.

- By default, Internet Explorer displays the target text only. To display both source and target segments, click **Show Source Segments**. To hide the source text again, click **Hide Source Segments**.
- To display general information about the current document, click **Show Doc Info**. To hide the document information again, click the **Hide Doc Info** button.

3 To return to edit mode where the document can be modified as necessary, click on the **Edit** tab in the main TagEditor window.

As long as the TradosTag Viewer plug-in is activated, you can continue to switch freely back and forth between the preview and edit modes.

Deactivating TradosTag Viewer

To deactivate TradosTag Viewer:

1 From the **Tools** menu in TagEditor, choose **Plug-ins**. The **Plug-ins** dialog box opens.

2 To deactivate TradosTag Viewer, clear the **TradosTag Viewer Plug-in** box.

3 Click **OK** to close the **Plug-ins** dialog box and to return to the main TagEditor window.

TradosTag Viewer is now deactivated. When you select any of the **Preview** tabs at the bottom of the main TagEditor window, the file format-specific preview that is available with TagEditor is launched. TagEditor uses Internet Explorer to display fully formatted HTML documents in an internal viewer; it uses external instances of PowerPoint and Excel to display fully formatted PowerPoint and Excel documents. All other formats are displayed as tagged text files without formatting.

FOR MORE INFORMATION

For more information about previewing HTML, PowerPoint and Excel documents in TagEditor, see Chapter 4.

WORKING WITH SERVER-BASED TRANSLATION MEMORIES

This chapter explains how to work with server-based translation memories in Translator's Workbench. Sections include:

- File- and server-based translation memories compared
- TM Server connection types
- Translation memory access requirements
- License restrictions
- How to access a server-based translation memory from Translator's Workbench
- Managing your TM Server settings
- Changing your TM Server password

Chapter

10

OVERVIEW

This chapter explains how to work with server-based translation memories in Translator's Workbench. It outlines the similarities and differences between file- and server-based translation memories from a Workbench user's point of view. It explains how to access a server-based translation memory and how to manage your TM Server settings.

Audience

The information in this chapter applies primarily to the use of server-based translation memories in the TM Server environment.

File- and Server-based Translation Memories Compared

As a user in Translator's Workbench, you will find that there are certain differences between file- and server-based translation memories. The main differences have to do with translation memory creation and the definition of access rights. In the case of file-based translation memories, these functions are carried out by various users in Translator's Workbench. In the case of server-based translation memories, these functions are carried out by your administrator using the Server Manager client. Otherwise, although data transactions are handled in different ways, the features in Translator's Workbench that control translation, translation memory administration and project management are the same for both file- and server-based translation memories.

The following table outlines the similarities and differences between file- and server-based translation memories from a Workbench user's point of view.

	Server-based Translation Memory	File-based Translation Memory
Prerequisites	Administrators use Server Manager to register TM Server and related components. This involves registering the various components to make them available to users of the system.	None.
Creation	Administrators use Server Manager.	Use Translator's Workbench.
Accessing/Opening	Use the **Connect** command to establish a connection with the relevant TM Server, log in to the system, and select from the list of available translation memories. Access rights on the TM Server and within the selected translation memory are login-dependent.	Use the **Open** command to locate the relevant translation memory file (TMW). If the translation memory is protected, access rights are password-dependent.
Configuration	Use the **Setup** command in Translator's Workbench for all aspects of configuration, except the definition of access rights.	Use the **Setup** command in Translator's Workbench for all aspects of translation memory configuration.
Access Rights	Administrators use Server Manager to manage users, and to define access rights for all server-based translation memories in the system.	Use the **Access Rights** tab in the **Setup** dialog box to protect translation memory files and define passwords for different levels of access.
Import	Use the **Import** command in Server Manager *or* Translator's Workbench. Server-based translation memories use the same import formats as file-based translation memories.	Use the **Import** command in Translator's Workbench.
Export	Use the **Export** command in Server Manager *or* Translator's Workbench. Server-based translation memories use the same export formats as file-based translation memories.	Use the **Export** command in Translator's Workbench.

	Server-based Translation Memory	File-based Translation Memory
Project and Filter Settings	Use the **Project and Filter Settings** command in Translator's Workbench.	Use the **Project and Filter Settings** command in Translator's Workbench.
Translation Memory Options	Use the relevant commands on the **Options** menu in Translator's Workbench.	Use the relevant commands on the **Options** menu in Translator's Workbench.
Batch Tool Operations	Use the relevant commands on the **Tools** menu in Translator's Workbench.	Use the relevant commands on the **Tools** menu in Translator's Workbench.
Interactive Translation	Use Translator's Workbench in conjunction with the Workbench editing environments. The concordance and term recognition features are available as normal.	Use Translator's Workbench in conjunction with the Workbench editing environments. The concordance and term recognition features are available as normal.
Maintenance	Use the **Maintenance** command in Translator's Workbench to carry out unit-level and global maintenance procedures. Administrators may use the third-party database management system to carry out additional maintenance procedures such as backup and restore. However, it is not possible to use the database management system for the direct manipulation of translation memory data.	Use the **Maintenance** command in Translator's Workbench to carry out unit-level and global maintenance procedures. The **Search for possible duplicates** option is not available for file-based translation memories.

NOTE

When working with server-based translation memories in Translator's Workbench, your access rights are dependent on the login that you receive from your administrator. When working with file-based translation memories that are protected, access to certain features is password-dependent. For more information about access rights in both types of translation memory, see Chapter 11.

Alternating between File- and Server-based Translation Memories

Translator's Workbench allows you to switch freely from file- to server-based translation memories and vice versa. Likewise, provided that the translation memory setups are compatible, you can easily transfer data from one type of translation memory to the other, using the import and export features in Translator's Workbench.

ACCESS REQUIREMENTS AND RESTRICTIONS

This section explains the access requirements and license restrictions that govern access to server-based translation memories.

Access Requirements

In TM Server and other such environments, the TM Server middleware component is responsible for managing all communication between Translator's Workbench and the database server(s) where translation memories are stored. In a given setup, there may be more than one instance of TM Server, each of which provides access to one or more database containers and the translation memories they contain.

To access a server-based translation memory from Translator's Workbench, you must establish a connection with the relevant TM Server. To do this, you need to specify the type of TM Server connection you wish to use and submit your TM Server login details.

TM Server Connection Types

From Translator's Workbench, you can access TM Server using one of two different connection types:

- Intranet connection – this type of connection is always available, provided that the TM Server you wish to access belongs to the LAN or WAN environment in which you are working.
- Internet connection (TM Anywhere) – this type of connection is available if the TM Server you wish to access is TM Anywhere-enabled. TM Anywhere is a web server application that enables TM Server to communicate with Translator's Workbench using an Internet connection.

The type of connection you use to access TM Server depends entirely on the type of infrastructure that is available to you. The Internet connection type is ideal if you are a remote online user. The intranet connection type is ideal if you are working within the same LAN or WAN environment as the TM Server you wish to access. The connection type you choose in no way affects the user interface or the range of features that are available to you when working with server-based translation memories in Translator's Workbench. These factors are the same for both types of connection.

If you intend to use an Internet connection to access TM Server, ask your administrator for the following information:

- The name of the computer and domain on which the TM Anywhere-enabled instance of TM Server is installed. For example, *server01.sdl.com* indicates that the relevant instance of TM Server resides on the computer *server01*, which belongs to the *trados.com* domain.
- The recommended protocol for accessing the TM Anywhere server. The TM Anywhere server supports HTTP (Hypertext Transfer Protocol) and TCP (Transmission Control Protocol). If the HTTP protocol is recommended, find out whether or not the TM Anywhere server employs SSL (Secure Sockets Layer) technology and requires a secure connection.
- The port number for accessing the TM Anywhere server.
- Make sure the TM Server login you receive is based on a Trados, rather than Windows, user account. A Trados user account is required in order to access TM Server using the Internet connection type. For more information about Trados and Windows user accounts and the associated authenticaion modes, see the next section.
- Find out if you need to use a proxy server with TM Anywhere.
- When using a proxy server with TM Anywhere to access TM Server, your administrator may need to provide you with a copy of the configuration file, `TW4Win.exe.config`. Your administrator will also need to provide you with the proxy server login information. See **Lan Settings**.

NOTE

A proxy server is a server that allows clients, such as a browser, to make indirect network connections to other servers. A client connects to the proxy server, then requests a connection, file, or other resource available on a different server. The proxy server provides the resource by connecting to the specified server.

The Freelance version of Translator's Workbench does not support intranet connections to TM Server. TM Server can only be accessed using the Internet (TM Anywhere) connection type.

TM Server Login

As a prospective user of server-based translation memories, you will receive a TM Server login from your administrator. As well as enabling you to log in to the system, the TM Server login determines which (server-based) translation memories are available to you, and the access rights you have within each of these. When you receive login details from your administrator, it is important that you ask for information about the associated translation memory access rights.

The TM Server login information you require is outlined below.

- Authentication mode – Each TM Server login is authenticated by reference to a Windows or Trados user account. Find out which authentication mode applies to your TM Server login.

NOTE

The type of TM Server connection you use may determine the authentication settings for your TM Server login. If you are using an Internet connection (TM Anywhere) to access TM Server, you must use Trados authentication. If you are using an intranet connection to access TM Server, you may use either Windows or Trados authentication. Contact your administrator if you need to change the authentication settings for your TM Server login.

- Login ID and password – If your TM Server login is based on a Trados user account, you must supply the relevant login ID and password. If your TM Server login is based on a Windows user account, no further details are required; the login ID and password are automatically picked up from the operating system.

TIP

If your TM Server login is based on a Trados user account, you can change your password from Translator's Workbench. For more information, see "Changing your TM Server Password" on page 10-22.

- Translation memory and TM Server details – find out which translation memories in the system are available to you. If there is more than one instance of TM Server in your environment, find out the name(s) of the TM Server(s) with which each available translation memory is associated.

- Translation memory access rights – ask your administrator for information about the rights that are associated with your TM Server login. The rights you have within each translation memory are determined by your membership of translation memory roles. Find out which role you belong to in each translation memory.

NOTE

Your administrator is responsible for user management and the definition of access rights within the system. These tasks are carried out in Server Manager rather than in Translator's Workbench. Only administrators have access to the Server Manager client.

Translation Memory Roles

In the case of server-based translation memories, levels of access are expressed in terms of translation memory roles. Each translation memory role represents a predefined set of user rights; each set of user rights represents the type of access that is required to carry out tasks in a given area.

To access a given translation memory, you must belong to one of the translation memory roles. The administrator may assign you to a Guest, Translator, Power User, TM Administrator or a custom role.

FOR MORE INFORMATION

For more information about the rights that are associated with each translation memory role, see "Levels of Access in Server-based Translation Memories" on page 11-10.

Role membership is translation memory-specific: the rights you acquire as a role member in a given translation memory do not grant access to, or rights within, any other translation memory. Furthermore, you can belong to different roles in different translation memories. If the TM Server login you receive from your administrator grants permission to access several translation memories, make sure you find out which role you have been assigned to in each one.

TIP

To find out which level of access a you have, you can look it up in **File Properties** after logging into the server translation memory

TM Server License Restrictions

Depending on the terms of the license that applies in your working environment, use of Translator's Workbench as a client of TM Server may be subject to restriction. In particular, the license stipulates the maximum number of users that can connect to TM Server concurrently in order to access a server-based translation memory. The license differentiates between the following types of user:

- Windows intranet – intranet users whose TM Server login is based on a Windows user account;
- Trados intranet – intranet users whose TM Server login is based on a Trados user account;
- TM Anywhere – Internet users whose TM Server login is based, by definition, on a Trados user account.

The central license server in your environment monitors the number and type of connections that are currently active on TM Server. Each time you try to log in to TM Server, your request is classified according to user type. If the maximum number of concurrent connections for your user type has already been reached, you may be temporarily prevented from logging in. In this case, you must wait for one of the existing users in your category to finish before you can log in to TM Server yourself. Alternatively, you can try to log in again as a different type of user. If necessary, contact your administrator and inform him of your requirements.

Connection Time-out

Your administrator may specify a time-out value for some or all of the server-based translation memories in the system. The time-out value for a given translation memory specifies the length of time for which the underlying TM Server connection can remain inactive (unused) before it is considered to be idle. Once the connection is idle, it may be closed to accommodate other login requests on the network. If the connection you are using is closed under these circumstances, you must log in to TM Server again.

TIP

Ask your administrator for information about the time-out value that is defined for each of the server-based translation memories you are using.

GETTING STARTED

This section shows you how to get started in a TM Server-based environment. It explains how to gain access to a server-based translation memory from Translator's Workbench. The procedure we outline assumes that you are starting from scratch and involves the following stages:

- Using the **Connect** command
- Using the Add TM Server Wizard to add a new TM Server to Translator's Workbench
- Selecting the appropriate TM Server connection type
- Specifying advanced connection settings for an Internet (TM Anywhere) connection
- Supplying TM Server login details
- Logging in to TM Server
- Selecting a translation memory.

If the TM Server you wish to access is already known to Translator's Workbench, not all of the steps in this procedure will be relevant. For more information about using the **TM Servers** dialog box (**Settings** menu) to work with existing settings, see "Managing your TM Server Settings" on page 10-20.

Before you Start

Before you start, make sure you have the necessary information about your TM Server connection type, login and associated access rights. For more information, see "Access Requirements" on page 10-5. Once you have the necessary details, you are ready to connect.

Using the Connect Command

Use the **Connect** command to initiate the process of connecting and logging in to TM Server to access the required translation memory. Note that TM Server connection settings and login details that were previously specified in Translator's Workbench may be stored in the local registry. The procedure outlined here assumes that no such settings exist and that you are starting from scratch.

To access a server-based translation memory from scratch in Translator's Workbench, select **Connect** from the **File** menu. The Add TM Server Wizard is displayed.

NOTE

If you have already specified connection settings and these are still available to Translator's Workbench, the **Connect** command automatically triggers a login request for the most recently used TM Server. (In the case of a connection that is based on a Trados user account, you may be prompted to resubmit your TM Server password.)

If the login request is successful, the **Select Translation Memory** dialog box is displayed with a list of the translation memories that are available to you on the selected TM Server. You then have the option of selecting a translation memory from this list or connecting to a different TM Server altogether. For more information, see "Selecting a Translation Memory" on page 10-16.

Using the Add TM Server Wizard

The Add TM Server Wizard allows you to add a new TM Server to Translator's Workbench and to specify the necessary connection settings and login details.

Review the information that is provided on the first page of the wizard and click **Next** to continue.

Specifying the TM Server Connection Type

1 On the **Select TM Server Connection Type** page, specify the type of connection you wish to use to access TM Server:

- **Intranet connection** – select this option if the TM Server you wish to access belongs to the LAN or WAN environment in which you are working.
- **Internet connection (TM Anywhere)** – select this option if the TM Server you wish to access is TM Anywhere-enabled. TM Anywhere is a web server application that enables TM Server to communicate with Translator's Workbench using an Internet connection.

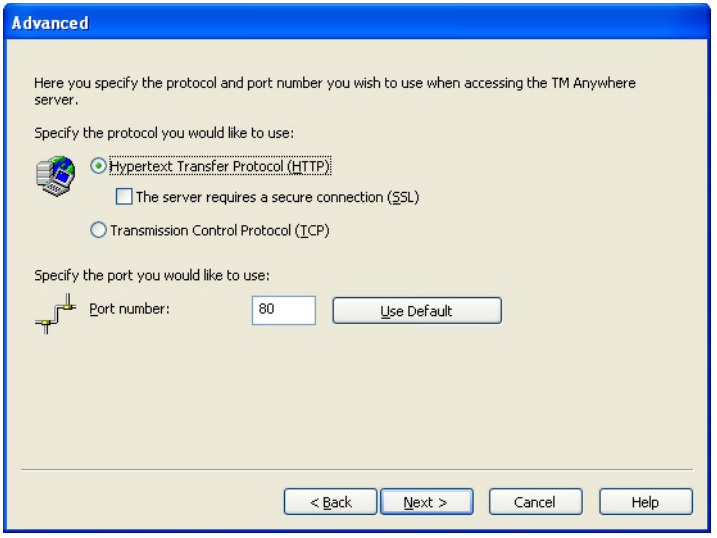
2 Click **Next** to continue. If you selected **Intranet connection**, the **Connection** page is displayed. For more information about the settings on this page, see "Supplying TM Server Login Details" on page 10-12. If you selected **Internet connection**, the **Advanced** page is displayed. For more information about the settings on this page, see the next section.

Specifying Advanced Connection Settings

The **Advanced** page allows you to specify the protocol and port number you wish to use to access the TM Anywhere server. This information is available from your administrator.

NOTE

The options on this page only apply if you selected the Internet (TM Anywhere) connection type on the previous page.


Advanced
Here you specify the protocol and port number you wish to use when accessing the TM Anywhere server.
Specify the protocol you would like to use:
Hypertext Transfer Protocol (HTTP)
The server requires a secure connection (SSL)
Transmission Control Protocol (TCP)
Specify the port you would like to use:
Port number:
80
Use Default
< Back
Next >
Cancel
Help

1 Choose one of the following protocol options for communication with the TM Anywhere server:

- **Hypertext Transfer Protocol (HTTP)**.

  If the TM Anywhere server employs SSL (Secure Sockets Layer) technology and requires a secure connection, select the sub-option as well.

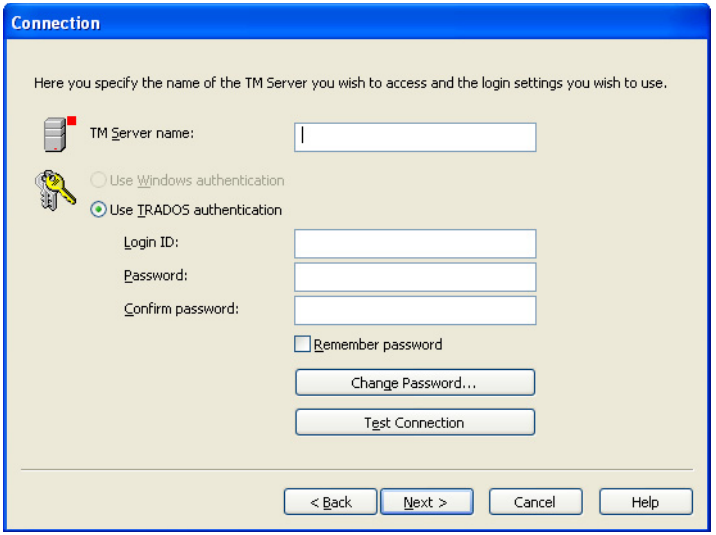
- **Transmission Control Protocol (TCP)**.

2 In the **Port number** box, specify the port you wish to use to access the TM Anywhere server. Click **Use Default** to specify the default port for the protocol you selected in step 1. The default port number for the HTTP protocol is 80; the default port number for the TCP protocol is 8503.

3 Click **Next** to continue.

Supplying TM Server Login Details

The **Connection** page allows you to specify the name of the TM Server computer you want to access and to submit your TM Server login details.



1 In the **TM Server name** box, specify the name of the TM Server computer you wish to access.

2 Enter your TM Server login details as follows:

- If your TM Server login is based on a Trados user account, select **Use Trados authentication**. Then enter your login ID and password details in the relevant text boxes. Select **Remember password** if you wish Translator's Workbench to memorise your password and use it for future access to server-based translation memories.

- If your TM Server login is based on a Windows user account, select **Use Windows authentication**. No further information is required as the necessary login ID and password details are automatically picked up from the operating system.

NOTE

If you are using an Internet connection (TM Anywhere) to access TM Server, you must use Trados authentication. If you are using an intranet connection to access TM Server, you may use either Windows or Trados authentication. Contact your administrator if you need to change the authentication settings for your TM Server login.

3 If you wish to test your TM Server connection, click **Test Connection**.

If you are using an Internet connection with a proxy server and you click **Test Connection**, you will see a dialog box asking you to log in to the proxy server. If you are using HTTP authentication, a second dialog box appears asking you to log in to the computer hosting the TM Server.

If the settings you specified are valid, the connection is verified. If the settings you specified are invalid or inaccurate, the connection fails. In this case, you can revise your settings immediately and test the connection again or continue to work your way through the wizard and modify your settings later. For more information, see "Modifying your TM Server Settings" on page 10-21.

Note that the specified server will be added to the list in the **TM Servers** dialog box regardless of the outcome of the connection test.

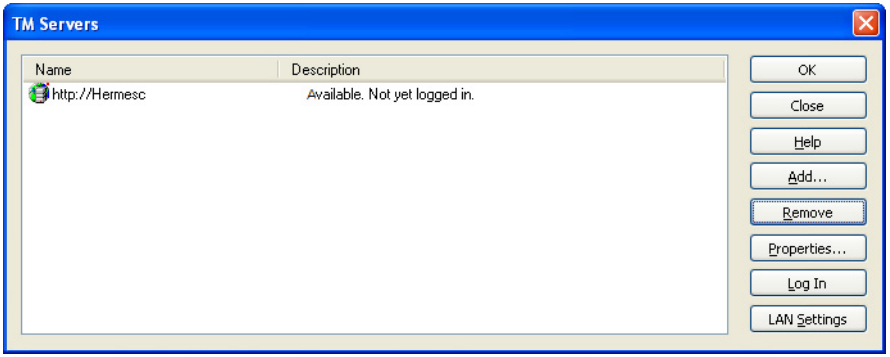
4 If your TM Server login is based on a Trados user account and you wish to change your password, click **Change Password**. For more information, see "Changing your TM Server Password" on page 10-22.

5 Click **Next** to continue.

Completing the Wizard

1 On the final page of the wizard, click **Finish** to close and to add the specified server to the TM Server list in the **TM Servers** dialog box. Alternatively, click **Cancel** to close the wizard without modifying this list.

2 In the **TM Servers** dialog box, the new TM Server is listed under **Name**. Information about the current connection status is given under **Description**.



Now that the TM Server you wish to access is known to Translator's Workbench, you are ready to log in.

FOR MORE INFORMATION

The **TM Servers** dialog box displays information about each of the TM Servers that are currently known to Translator's Workbench. It also allows you to modify your TM Server settings. For more information, see "Managing your TM Server Settings" on page 10-20.

Logging in to TM Server

Use the **Log In** button in the **TM Servers** dialog box to log in to a given instance of TM Server. Each login request uses the connection settings and login details that were previously specified for the server in the **Add TM Server Wizard** or the **Properties** dialog box. If you wish to change your settings before logging in, click **Properties**. For more information, see "Modifying your TM Server Settings" on page 10-21.

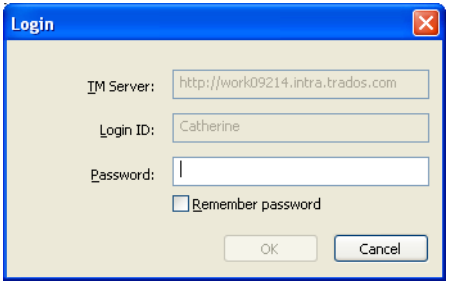
To log in to TM Server from the **TM Servers** dialog box:

1 Under **Name**, select the TM Server you wish to access.

2 Click **Log In** to make your login request.

- If your TM Server login is based on a Windows user account and the connection settings and login details you have specified are valid, you are successfully logged in to the specified TM Server.

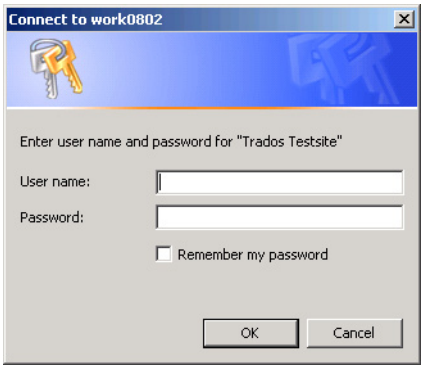
- If your TM Server login is based on a Trados user account, you may be prompted to submit your password in the **TM Server Login** dialog box.



Enter your password in the appropriate box. Click **Remember password** if you want Translator's Workbench to memorise your password and use it for future login requests. Click **OK** to confirm. Provided that the connection settings and login details you have specified are valid, you are successfully logged in to the specified TM Server.

- If in Internet scenarios your TM server login goes through a proxy server you are also prompted to enter the login information for the proxy server. Click **Remember password** if you want Translator's Workbench to memorise your password and use it for future login requests. Click **OK** to confirm.

If the proxy server requires authentication, you are prompted to enter login information for the computer hosting the Internet TM Server (TM Anywhere) component. Click **Remember password** if you want Translator's Workbench to memorise your password and use it for future login requests.



Click **OK** to confirm. Provided that the connection settings and login details you have specified are valid, you are successfully logged in to the specified TM Server.

- If the connection fails and login is denied, you may wish to modify your connection settings or login details. For more information, see "Modifying your TM Server Settings" on page 10-21.

NOTE

If the maximum number of concurrent TM Server connections for your user type has already been reached on the network, you may be temporarily prevented from logging in. In this case, you must wait for one of the existing users in your category to finish before you can log in yourself. If necessary, contact your administrator and inform him of your requirements. For more information about this issue, see "TM Server License Restrictions" on page 10-8.

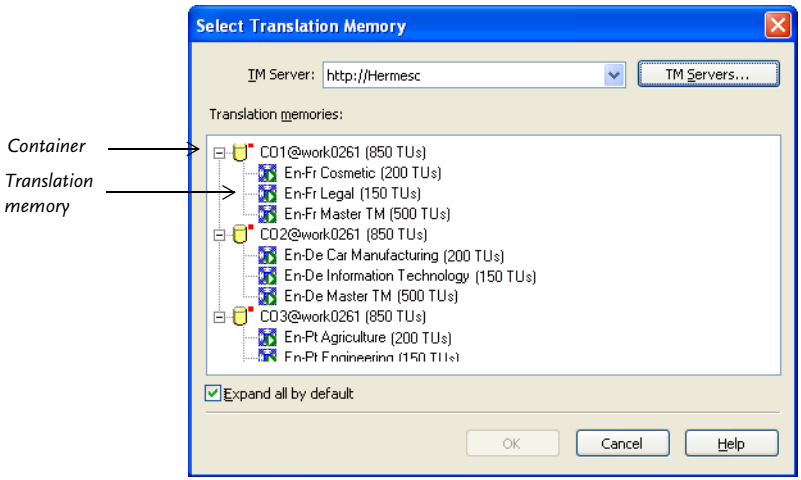
3 In the **TM Servers** dialog box, the result of your login request is indicated under **Description**. If your login request is successful, a description of the relevant TM Server is displayed (if there is no available description, no text is displayed). If the connection fails and login is denied, a message to this effect is displayed.

4 If you are logged in, click **OK** to proceed to the **Select Translation Memory** dialog box where you can select the translation memory you wish to access.

Selecting a Translation Memory

Use the **Select Translation Memory** dialog box to select the translation memory with which you wish to work.

The main elements of this dialog box are shown below:



- The **TM Server** drop-down list displays a list of the TM Servers that are currently known to Translator's Workbench. Each TM Server provides access to one or more database containers and the associated translation memories.

- Provided that you have already logged in, the **Translation memories** window displays the list of containers and translation memories that are available to you on the currently selected TM Server. If you are not logged in, the window remains empty.

- The **TM Servers** button provides access to the **TM Servers** dialog box where you can modify existing TM Server settings.

- If you want to see all the translation memories that are in all containers available on the server you should click the **Expand all by default** option. This option is normally not checked so that connection to TM Server is more efficient as only the translation memories belonging to a particular container are displayed. This is particularly important if you are working in the context of TeamWorks as TM Server can have multiple containers with large numbers of translation memories.

Follow these steps to select a translation memory:

1 The information that is initially displayed in the **Select Translation Memory** dialog box depends on your TM Server connection status. Choose one of the following options:

   - If you have just logged in to an instance of TM Server, the relevant server is selected in the **TM Server** list and the **Translation memories** window displays the list of containers and translation memories that are available to you. Proceed to step 2.

- If you are not currently logged in or if you wish to make a new connection, select a server from the **TM Server** list. This triggers a login request. If prompted, enter your TM Server password in the **TM Server Login** dialog box and click **OK** to confirm.

  If your TM Server settings are valid, you are successfully logged in and the **Translation memories** window displays the list of containers and translation memories that are available to you. Proceed to step 2.

  If your connection fails and login is denied, you may wish to modify your TM Server settings and try again. For more information, see "Modifying your TM Server Settings" on page 10-21.

- If the TM Server you require is not available on the **TM Server** list, click **TM Servers** to open the **TM Servers** dialog box where you can add a new TM Server to Translator's Workbench. For more information, see "Modifying your TM Server Settings" on page 10-21.

2. Review the descriptive and status information that is displayed for each item in the **Translation memories** window. Note that you cannot access a translation memory that is locked for maintenance or marked unavailable.

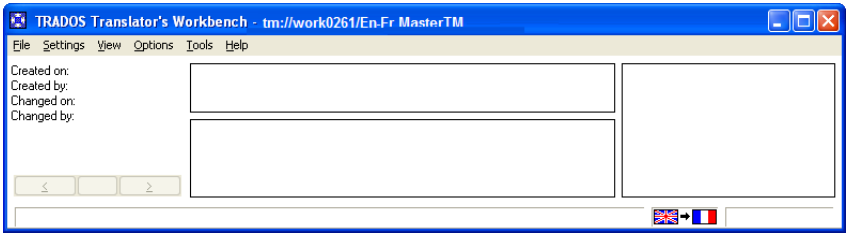
3. Select the translation memory you wish to access.

4. Click **OK** to confirm your selection and to close the **Select Translation Memory** dialog box.

The selected translation memory is made available for use in Translator's Workbench.

Translation Memory Address

Once you are connected, the address of the current translation memory is displayed in the title bar of Translator's Workbench. The translation memory address indicates the name of the TM Server with which the memory is associated, and the display name of the translation memory itself. For example, in the screenshot that follows, *tm://work0261/En-Fr Master TM* indicates that the translation memory is called *En-Fr Master TM*, and it is available on the TM Server *work0261*.



If you are using an Internet (TM Anywhere) connection to access TM Server, the translation memory address also indicates the active protocol and the domain to which the TM Server

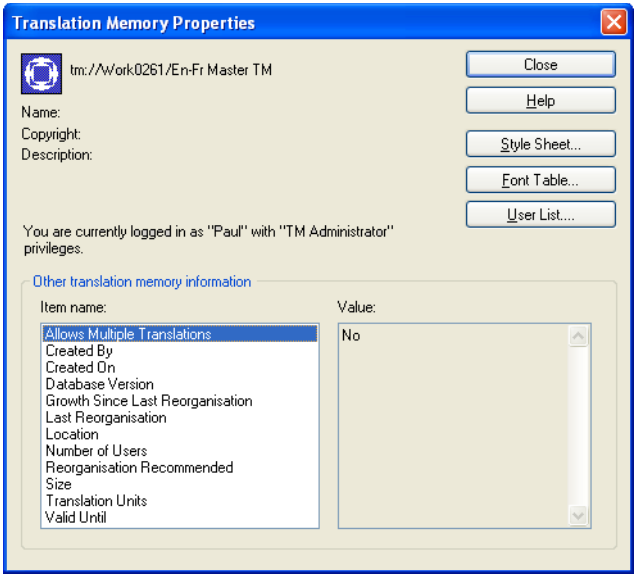
belongs. For example, the translation memory address *http://work0261.trados.com* indicates the following:

- The connection between Translator's Workbench and the TM Anywhere server (and, by extension, the TM Server) is based on the HTTP protocol.
- The TM Server name is *work0261*.
- The TM Server belongs to the *trados.com* domain.

Checking your Current Translation Memory Role

Once you have access to a server-based translation memory in Translator's Workbench, you are ready to start work using the features that are available for interactive translation, translation memory administration and project management. Access to certain features may be restricted, depending on your current translation memory role.

To check your translation memory role, go to the **File** menu and choose **Properties**. As well as displaying information about the translation memory itself, the **Properties** dialog box displays information about the current TM Server login ID and the associated translation memory role (privileges). In the screenshot below, the user is logged in to TM Server as *Paul* and is a member of the TM Administrator role for the current translation memory.



FOR MORE INFORMATION

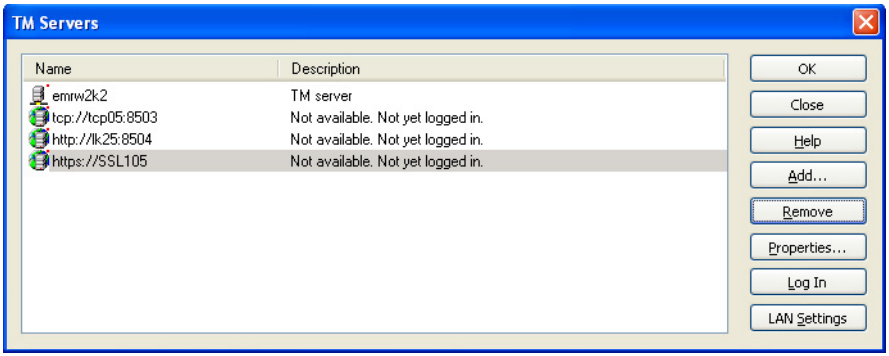
For more information about the rights that are associated with each translation memory role, see "Levels of Access in Server-based Translation Memories" on page 11-10.

MANAGING YOUR TM SERVER SETTINGS

Use the **TM Servers** dialog box to view the list of TM Servers that are currently known to Translator's Workbench, to manage your TM Server settings and to make login requests. The information and options that are available to you in this dialog box are outlined in the following section.

The TM Servers Dialog Box

To open the **TM Servers** dialog box, select **TM Servers** from the **Settings** menu. The **TM Servers** dialog box is displayed with a list of the TM Servers that are currently known to Translator's Workbench.



The following information is available for each TM Server in the list:

- **Name** – the name of the TM Server computer. The icons that precede each item in the list indicate the connection type that is currently defined for the TM Server.

  – represents an intranet connection.

  – represents an Internet (TM Anywhere) connection. Furthermore, the name of the TM Server indicates whether the connection is based on the HTTP or TCP protocol. For example, *http://work0733* indicates that the connection is based on the HTTP protocol; *https://work0733* indicates that the server requires a secure connection based on the HTTPS protocol; *tcp://work0733* indicates that the connection is based on the TCP protocol.

- **Description** – the current connection status of the TM Server.

NOTE

TM Server connection type is defined in the Add TM Server Wizard and cannot be modified afterwards. You can however use the **Properties** button to modify the advanced connection settings that are associated with the Internet connection type. For more information, see "Specifying Advanced Connection Settings" on page 10-11.

Modifying your TM Server Settings

Use the button commands in the **TM Servers** dialog box (**Settings** menu) to modify your TM Server settings. The range of commands is as follows:

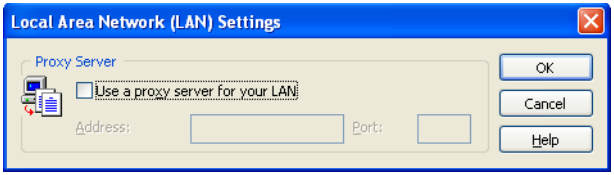
- **Add** – provides access to the Add TM Server Wizard where you can add a new server to the TM Servers list. see "Using the Add TM Server Wizard" on page 10-10.
- **Remove** – removes the currently selected TM Server from the list.
- **Properties** – provides access to the **Properties** dialog box for the currently selected TM Server. This dialog box allows you to view and modify the connection settings and login details that are currently defined for that server.

NOTE

The settings that are available in the **Properties** dialog box are the same as those in the Add TM Server Wizard.

- For more information about login settings on the **Connection** tab, see "Supplying TM Server Login Details" on page 10-12.
- For more information about Internet (TM Anywhere) connection settings on the **Advanced** tab, see "Specifying Advanced Connection Settings" on page 10-11.

- **Log In** – use this button to log in to the currently selected TM Server. For more information, see "Logging in to TM Server" on page 10-14.
- **Lan Settings** – use this button to enter a proxy server name and port number. If you were provided with a configuration file by your administrator, or you are not using a proxy server, you do not need to enter any information here.



Changing your TM Server Password

If your TM Server login is based on a Trados user account, you have the option of changing your password from Translator's Workbench.

To change your TM Server password:

1. From the **Settings** menu, choose **TM Servers**. The **TM Servers** dialog box is displayed.
2. Select the TM Server whose login password you want to modify and click **Properties**. The **Properties** dialog box is displayed.
3. On the **Connection** tab, click **Change Password** to open the **Change Password** dialog box.
4. Change your password as follows:
   - In the **Old password** box, enter your current password.
   - In the **New password** box, enter your new password and then confirm by re-entering it in the **Confirm new password** box.
5. Click **OK** to return to the **Connection** tab of the **Properties** dialog box.
6. Select **Remember password** if you want Translator's Workbench to memorise your new password for future login requests.
7. Click **OK** to save your changes and to return to the **TM Servers** dialog box.

Your new password becomes effective immediately.

TRANSLATION MEMORY SECURITY AND ACCESS RIGHTS

This chapter outlines how translation memory security works in a multi-user environment. Sections include:

- Overview of translation memory security
- Password protection in file-based translation memories
- Levels of access in file-based translation memories
- Login protection in TM Server
- Levels of access in server-based translation memories
- Comparison of access rights in file- and server-based translation memories

Chapter

11

OVERVIEW

This chapter explains how translation memory security works in a multi-user environment. It outlines the different methods of protection and the levels of access that are available when you work with file- and server-based translation memories. It shows you how to define access rights and apply password protection to file-based translation memories.

Audience

The information in this chapter is particularly relevant if you are working with server-based translation memories in a TM Server-based environment, or file-based translation memories that already have, or require, password protection.

Information about the exclusive and read-write modes of access applies to all file-based translation memories, whether they are protected or not.

TRANSLATION MEMORY SECURITY

This section introduces the concept of translation memory security and explains why it is necessary. It compares the different methods of protection that are used in file- and server-based translation memories.

Overview

Translation memory security involves the protection of translation memories at different levels in order to restrict access to translation memory data and control the use of certain features in Translator's Workbench. Each level of access represents a predefined set of user rights; each set of user rights represents the type of access that is required to carry out tasks in a given area, for example, in the area of interactive translation, translation memory administration or project management.

This type of protection is often necessary in a multi-user setup where translation memories are shared and there is a division of labour. By applying the different levels of protection and providing each user group with a level of access that is appropriate to the tasks they wish to perform, translation memory data integrity and optimal performance are ensured. Translation memory protection works in the same way whether the memory is being used by several users concurrently, or by different users at different times. This means that you can protect data that is sensitive or simply not relevant before handing translation memories off to external or third-party users.

Limits of Translation Memory Security

Translation memory security does not affect access to user-specific settings or search-based functions. User-specific settings include the settings on the **Options** menu that are used primarily to enhance translation memory search during interactive translation. Search-based functions include the various search commands that are available during translation and the concordance feature on the **Tools** menu. These features do not involve modifying the contents of the translation memory in any way; they are available to all Workbench users, regardless of access rights.

Security in File- and Server-based Translation Memories

File- and server-based translation memories use different models of security. This is linked to the basic difference between the two types of translation memory, where one is made up of an independent group of files, and the other must be considered within the context of the TM Server system.

In the case of file-based translation memories, protection is optional and password-based. When protection is applied, all passwords are defined in Translator's Workbench and stored internally in the translation memory setup. The definition of passwords and access rights is usually carried out by the translation memory owner, that is, the translation memory creator or super user.

In the case of server-based translation memories, protection is automatically applied and login-dependent. Logins and access rights are defined externally as part of the system of user management that controls access to the TM Server system as a whole. User management data for the system is stored in a dedicated user management database. User management tasks are carried out by your administrator in the User Manager module of the administration client, SDL Trados Server Manager. Only administrators have access to the SDL Trados Server Manager client.

The Role of Translator's Workbench

In the same way, Translator's Workbench plays a different role in the security of file- and server-based translation memories. In the first case, Translator's Workbench acts in a stand-alone capacity to protect and provide access to translation memory files. In the second case, Translator's Workbench acts as a client that is dependent on other components in the TM Server system for protection of, and access to, server-based translation memories.

Levels of Access

Although there are differences between the security models that apply to file- and server-based translation memories, both models are based on the definition of *levels of access*. Each level of access represents a set of user rights. In the case of file-based translation memories, levels of access are expressed in terms of *access modes*. In the case of server-based translation memories, levels of access are expressed in terms of *translation memory roles*. Although the terminology is different in each case, the levels of access are defined in a similar way. This facilitates Workbench users who work with both file- and server-based translation memories.

The levels of access that are available in each type of memory are outlined in detail in the remaining sections of this chapter. For more information about the correspondance between access modes and translation memory roles, see "Access Rights Compared" on page 12-12.

FILE-BASED TRANSLATION MEMORY SECURITY

This section outlines the different levels of access that are available in file-based translation memories. It explains how to protect your translation memory by defining passwords in Translator's Workbench.

Overview

In file-based translation memories, levels of access are expressed in terms of predefined *access modes*. You can protect the translation memory by defining passwords for each level of access, however, protection of the translation memory is entirely optional. If no passwords have been defined, the translation memory remains unprotected and users have unrestricted access to all data – provided that they open the translation memory in *exclusive access mode*. Otherwise, passwords are defined on the **Access Rights** tab of the **Setup** dialog box in Translator's Workbench and stored in the translation memory setup. The task of password definition is usually carried out by the owner of the translation memory, that is, the translation memory creator or *super user*.

Levels of Access in File-based Translation Memories

You can open a file-based translation memories in exclusive, read-write or read-only access mode. These modes of access are described below.

Exclusive Access Mode

When you open a translation memory in exclusive access mode, you have read-write access to the contents, including translation unit system fields. You have access to important administrative functions on the **File** menu such as translation memory setup, reorganisation, maintenance, import and export. You also have access to the batch tool commands on the **Tools** menu. The creator of a new translation memory has exclusive access to the memory immediately after creation. Otherwise, use of the exclusive access mode is restricted in the following ways:

- You cannot open the translation memory in exclusive access mode unless all other users are logged out. If necessary, you can disconnect other users using the **Access Exclusively** button command in the **Current Users of Translation Memory** dialog box. This dialog box is only displayed when you attempt to open the translation memory in exclusive access mode and Translator's Workbench detects that the memory is already being used.

- If the translation memory is password-protected, you must supply the correct password to open the translation memory in exclusive access mode. To do this, you can use either the super user or the maintenance/reorg password. The super user password grants full translation memory administration rights; the maintenance password grants partial administration rights. For more information about the properties of each password, see "Protecting File-based Translation Memories" on page 11-7.

It is important to note that if the translation memory is not protected, then any user can open it in exclusive access mode. For this reason, we recommend that you protect translation memories that are available in a multi-user setup. For more information, see "Defining Passwords" on page 11-8.

NOTE

To open a translation memory in exclusive access mode, select the **Exclusive** option in the **Open Translation Memory** dialog box.

FREELANCE

By default, the Freelance version of Translator's Workbench opens each translation memory in exclusive access mode. There is no **Exclusive** option in the **Open Translation Memory** dialog box. If the translation memory is protected, passwords are required as normal.

Read-write Access Mode

In read-write access mode, you have read-write access to the contents of the translation memory, excluding translation unit system fields and units that are protected by project passwords. Translation unit system fields and units that are protected by project passwords are available as read-only and cannot be modified. In read-write access mode, you have permission to use the **Maintenance** command on the **File** menu and the batch tool commands on the **Tools** menu. You have permission to use the **Project and Filter Settings** command on the **Settings** menu, and any changes that you make are saved in the translation memory setup. Access to the translation memory setup, import, export and reorganise functions on the **File** menu is denied.

Read-only Access Mode

In read-only access mode, you can view the contents of the translation memory, but you cannot modify them in any way. You do not have permission to access any of the translation memory administration commands on the **File** menu, or the project management commands on the **Tools** menu. You have permission to use the **Project and Filter Settings** command on the **Settings** menu, however, the changes that you make are not saved in the translation memory setup.

Read-only access is the minimum level of access in a file-based translation memory.

Protecting File-based Translation Memories

You can protect file-based translation memories by defining passwords for each level of access. To open a password-protected translation memory and gain access to a particular set of features, you must supply the relevant password. To define passwords for a file-based translation memory, use the options that are available on the **Access Rights** tab of the **Setup** dialog box.

The different types of password and the levels of access they correspond to are outlined in the table below.

Password	Access Mode	Notes
Super user	Exclusive access mode	Grants full administrative rights, including permission to use the setup, import, export, reorganise and maintenance features on the **File** menu. Permission to use the batch tools.
Maintenance/reorg	Exclusive access mode	Grants partial administrative rights, including permission to use the reorganise and maintenance features on the **File** menu. Permission to use the batch tools.
Read-write	Read-write access mode	Permission to use the batch tools and the maintenance feature. Permission to modify the contents of the translation memory, excluding translation unit system fields and units that are protected by project passwords.
Read-only	Read-only access mode	Permission to view the contents of the translation memory, which includes use of the concordance feature. Does not grant permission to modify the contents in any way.
Project	Mixed read-write/ read-only access mode	Read-write access to unprotected translation units; read-write access to protected translation units that match the current password criteria; read-only access to protected translation units that do not match the current password criteria.

NOTE

You can decide whether you wish to open the translation memory in exclusive or read/write access mode with both the super user and maintenance/reorg passwords. This allows other users to continue working while you carry out maintenance tasks. The **Setup**, **Export**, **Import** and **Reorganise** commands are only available when you choose to open the memory in exclusive access mode.

FOR MORE INFORMATION

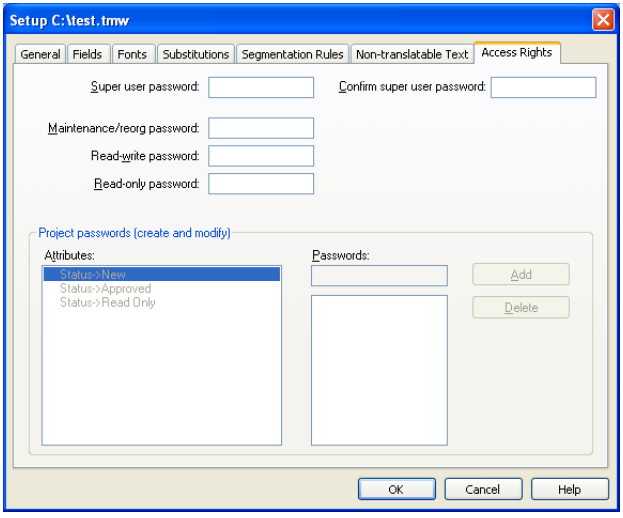
- For more information about the access modes for file-based translation memories, see "Levels of Access in File-based Translation Memories" on page 11-5.
- For more information about project passwords, see "Project Passwords" on page 11-9.

Defining Passwords

If you wish to protect your translation memory, we recommend that you always define a super user password, and that you define this password first. The lower levels of protection are complementary, and effective only after the super user password has been set. Passwords can be modified any time.

To define passwords for a translation memory:

1. Open the translation memory for which you want to define passwords in access exclusive mode.
2. From the **File** menu, select **Setup**. The **Setup** dialog box opens.
3. Select the **Access Rights** tab.



4 Define the required password:

- To define a super user password, type it into the **Super user password** box and confirm it in the **Confirm super user password** box.
- To define a maintenance/reorg, read-write or read-only password, type it in the relevant box.
- To define a project password, select an attribute, enter the password in the **Passwords** box and click **Add**. Repeat this procedure for each attribute that you want to protect. Note that you can apply one or more project passwords to each attribute.

5 Repeat step 4 for each password you want to set. Click **OK** to confirm and to close the **Setup** dialog box.

Once the passwords have been defined, translation memory protection is effective immediately. Remember to distribute passwords as necessary to users of the translation memory.

Project Passwords

You can define project passwords for each attribute field and value in the translation memory setup. Translation units with password-protected attributes are automatically protected against unauthorised writing.

When you open a translation memory using a project password, you have the following access rights:

- read-write access to protected translation units that match the current password criteria
- read-only access to protected translation units that do not match the current password criteria
- read-write access to any unprotected translation units
- permission to create new translation units.

With a project password, you have access to the **Maintenance** command on the **File** menu, however you can only modify translation units to which you have read-write access. You do not have permission to modify translation unit system fields.

The project password also allows you to use the batch tools on the **Tools** menu.

NOTE

This type of password can only be defined if a super user password has already been set. This type of password is not supported by TM Server.

SERVER-BASED TRANSLATION MEMORY SECURITY

This section outlines the different levels of access that are available in server-based translation memories.

Overview

All server-based translation memories must be considered within the context of the TM Server system. To log into the system from Translator's Workbench, you must have a valid TM Server login. As well as granting access to the system, the login defines which translation memories you have permission to access and the access rights you have within each translation memory. Levels of access are expressed in terms of predefined *translation memory roles*. These include the Guest, Translator, Power User and TM Administrator roles.

Logins and access rights are defined by your administrator. These tasks are carried out in the User Manager module of SDL Trados Server Manager, the administration client for the system. Only administrators have access to the Server Manager client.

NOTE

The **Access Rights** tab in the **Setup** dialog box of Translator's Workbench allows you to define passwords and access rights for file-based translation memories only. You cannot define access rights for server-based translation memories in Translator's Workbench.

TM Server Login Information

Contact your administrator for TM Server login details and information about the associated access rights. For each translation memory that you have permission to access, find out which role you belong to. Translation memory roles and their associated access rights are outlined in the following section.

FOR MORE INFORMATION

For more information about the TM Server login and what you need to ask your administrator, see "Access Requirements" on page 10-5.

Levels of Access in Server-based Translation Memories

For each translation memory that you have permission to access in the TM Server environment, you may be assigned to a Guest, Translator, Power User or TM Administrator role. Each role represents a set of user rights; each set of user rights represents the type of access that is required to carry out tasks in a given area. For example, membership of the Translator role for a given translation memory allows you to open the memory in read-write mode, with permission to read, modify or add content

to the memory at translation unit level. This type of access is suitable for all interactive translation tasks.

To access a given translation memory, a user must belong to one of the translation memory roles. Role membership is translation memory-specific: role membership in a given translation memory does not grant access to, or rights within, any other translation memory. Furthermore, the same user can belong to different roles in different translation memories.

The full list of translation memory roles and their associated access rights are outlined below. The hierarchy of roles is such that each role inherits the rights that are associated with lower-level roles, and supplements this with additional rights. TM Administrator is the most powerful role in the hierarchy.

Role	Data Access	Feature Access
TM Administrator	Read-write access to the contents of the translation memory, including translation unit system fields.	Grants full administrative rights, including permission to use the setup, import, export and maintenance features on the **File** menu. Permission to use the batch tools.
Power User	Read-write access to the contents of the translation memory, including translation unit system fields.	Grants partial administrative rights, with permission to use the maintenance feature on the **File** menu. Permission to use the batch tools.
Translator	Read-write access to the contents of the translation memory, excluding translation unit system fields.	Permission to use all commands that are available during interactive translation. Permission to edit translation units during concordance searches.
Guest	Read-only access to the contents of the translation memory.	Permission to carry out concordance searches and to use the search commands that are available during interactive translation. These features do not involve modifying the contents of the translation memory in any way.

NOTE

- When you access a server-based translation memory from Translator's Workbench, any features that you do not have permission to use are greyed out or unavailable.
- There may also be custom roles in your setup which differ from the roles described here.

ACCESS RIGHTS COMPARED

As a user in Translator's Workbench, you may be working with both file- and server-based translation memories. If so, it is useful to look at the correspondence between the levels of access that are available in these two types of translation memory.

The table below shows the comparison between file- and server-based translation memories in terms of the rights associated with access modes and translation memory roles.

Role	Access Mode	Notes
TM Administrator	Exclusive access mode (super user password)	Grants read-write access to the contents of the translation memory, including translation unit system fields. Grants full administrative rights, including permission to use the setup, import, export, reorganise and maintenance features on the **File** menu. Permission to use the batch tools.
Power User	Exclusive access mode (maintenance/reorg password)	Grants read-write access to the contents of the translation memory, including translation unit system fields. Grants partial administrative rights, with permission to use the reorganise (file-based translation memories only) and maintenance features on the **File** menu. Permission to use the batch tools.
n/a	Read-write access mode (read-write password)	Grants read-write access to the contents of the translation memory, excluding translation unit system fields and units that are protected by project passwords. Permission to use maintenance feature on the **File** menu and the batch tools.
Translator	n/a	Grants read-write access to the contents of the translation memory, excluding translation unit system fields.
Guest	Read-only access mode (read-only password)	Grants read-only access to the contents of the translation memory.

SUPPORTED LANGUAGES

This appendix covers supported languages and locales for Translator's Workbench.

Appendix

A

SUPPORTED LANGUAGES AND LOCALES

Translator's Workbench supports the widest array of languages in the translation software industry including Eastern and Western European, bi-directional, and Asian languages.

The following table identifies the languages and locales supported by Translator's Workbench as source and target languages.

Language	SubLanguage	ID
Afrikaans	Default	1078
Albanian	Albania	1053
Arabic	Algeria	5121
Arabic	Bahrain	15361
Arabic	Egypt	3073
Arabic	Iraq	2049
Arabic	Jordan	11265
Arabic	Kuwait	13313
Arabic	Lebanon	12289
Arabic	Libya	4097
Arabic	Morocco	6145
Arabic	Oman	8193
Arabic	Qatar	16385
Arabic	Saudi Arabia	1025
Arabic	Syria	10241
Arabic	Tunisia	7169
Arabic	UAE	14337
Arabic	Yemen	9217
Armenian		
Assamese		
Azeri		
Basque	Default	1069

Language	SubLanguage	ID
Bengali		
Bulgarian	Default	1026
Byelorussian	Default	1059
Catalan	Default	1027
Chinese	Hong Kong	3076
Chinese	PRC	2052
Chinese	Singapore	4100
Chinese	Taiwan	1028
Croatian	Croatia	1050
Czech	Czech Republic	1029
Danish	Denmark	1030
Divehi (Maldives)		
Dutch	Belgium	2067
Dutch	Netherlands	1043
English	Australia	3081
English	Bellize	10249
English	Canada	4105
English	Caribbean	9225
English	Ireland	6153
English	Jamaica	8201
English	New Zealand	5129
English	South Africa	7177
English	Trinidad	11273
English	United Kingdom	2057
English	United States	1033
Estonian	Estonia	1061
Faeroese	Faeroe Island	1080

Language	SubLanguage	ID
Farsi	Iran	1065
Finnish	Finland	1035
French	Belgium	2060
French	Canada	3084
French	France	1036
French	Luxembourg	5132
French	Switzerland	4108
Gaelic	Ireland	1084
Gaelic	Scotland	3132
Georgian (Georgia)		
German	Austria	3079
German	Germany	1031
German	Liechtenstein	5127
German	Luxembourg	4103
German	Switzerland	2055
Greek	Greece	1032
Gujarati (India)		
Hebrew	Israel	1037
Hindi (India)		
Hungarian	Hungary	1038
Icelandic	Iceland	1039
Indonesian	Indonesia	1057
Italian	Italy	1040
Italian	Switzerland	2064
Japanese	Japan	1041
Kampuchean		
Kannada (India)		

Language	SubLanguage	ID
Kashmiri		
Kazakh		
Konkani (India)		
Korean	Korea	1042
Kyrgyz		
Latvian-Lettish	Latvia	1062
Lithuanian	Lithuania	1063
Macedonian	Macedonia	1071
Malay	Malaysia	1086
Malayalam		
Maltese		
Manipuri		
Maori		
Marathi (India)		
Mongolian		
Nepali		
Northern Sotho		
Norwegian	Bokmal	1044
Norwegian	Nynorsk	2086
Oryia		
Persian		
Polish	Poland	1045
Portuguese	Brazil	1046
Portuguese	Portugal	2070
Punjabi (Gurmukhi - India)		
Quechua (all variants)		
Rhaeto-Romance		

Language	SubLanguage	ID
Romanian	Romania	1048
Russian	Russia	1049
Sami		
Sanskrit (India)		
Serbian-Cyrillic	Yugoslavia	3098
Serbian	Yugoslavia	2074
Sindhi		
Slovak	Slovakia	1051
Slovenian	Slovenia	1060
Sorbian		
Sotho		
Spanish	Argentina	11274
Spanish	Bolivia	16394
Spanish	Chile	13322
Spanish	Colombia	9226
Spanish	Costa Rica	5130
Spanish	Dominican Republic	7178
Spanish	Ecuador	12298
Spanish	El Salvador	17418
Spanish	Guatemala	4106
Spanish	Honduras	18442
Spanish	Mexico	2058
Spanish	Modern Sort	3082
Spanish	Nicaragua	19466
Spanish	Panama	6154
Spanish	Paraguay	15370
Spanish	Peru	10250

Language	SubLanguage	ID
Spanish	Puerto Rico	23562
Spanish	Spain	1034
Spanish	Uruguay	14346
Spanish	Venezuela	8202
Swedish	Finland	2077
Swedish	Sweden	1053
Syriac (Syria)		
Tagalog	Philippines	1124
Tamil (India)		
Tatar		
Telugu (India)		
Thai	Thailand	1054
Tsonga		
Tswana		
Turkish	Turkey	1055
Ukrainian	Ukraine	1058
Urdu	Pakistan	1056
Uzbek (Cyrillic)		
Uzbek (Latin)		
Vietnamese	Vietnam	1066
Welsh	Wales	2108
Xhosa		
Zulu		

Two-letter Language Codes from ISO 639

Afrikaans	AF
Albanian	SQ
Arabic	AR
Armenian	HY
Azeri (Cyrillic)	AZ-LT
Azeri (Latin)	AZ-CY
Basque	EU
Bengali	BN
Bulgarian	BG
Byelorussian	BE
Catalan	CA
Chinese	ZH
Croatian	SH-HR
Czech	CS
Danish	DA
Dutch	NL
English	EN
Estonian	ET
Faeroese	FO
Farsi	FA
Finnish	FI
French	FR
Gaelic	GA
Georgian	KA
German	DE
Greek	EL

Gujarati	GU
Hebrew	HE
Hindi	HI
Hungarian	HU
Icelandic	IS
Indonesian	ID
Irish	= Gaelic (Ireland)
Italian	IT
Japanese	JA
Kampuchean	KA
Kannada	KN
Kazakh	KK
Konkani	KOK
Korean	KO
Kazakh	KK
Laothian	LO
Latvian, Lettish	LV
Lithuanian	LT
Macedonian	MK
Malay (Brunei Darussalam)	MS-BN
Malay (Malaysia)	MS-MY
Malayalam	MAL
Maltese	MT
Maori	MI
Marathi	MR
Mongolian	MN
Northern Sotho	NSO

Norwegian	NO
Polish	PL
Portuguese	PT
Punjabi	PA
Quechua	QU
Rhaeto-Romance	RM
Romanian	RO
Russian	RU
Sami	SE
Sanskrit	SA
Scots Gaelic	= Gaelic (Scotland)
Serbian	SH-YU
Slovak	SK
Slovenian	SL
Sotho	ST
Spanish	ES
Syriac	SYR
Swahili	SW
Swedish	SV
Tagalog	TL
Tamil	TA
Tatar	TT
Telugu	TE
Thai	TH
Tsonga	TS
Tswana	TN
Turkish	TR
Ukrainian	UK

Urdu	UR
Uzbek	UZ
Vietnamese	VI
Welsh Gaelic	= Gaelic (Wales)
Xhosa	XH
Zulu	ZU

Two-letter Country Codes From ISO 3166

Algeria	DZ
Argentina	AR
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahrain	BH
Belgium	BE
Bolivia	BO
Brazil	BR
Canada	CA
Caribbean	CB
Chile	CL
China	CN
Colombia	CO
Costa Rica	CR
Croatia (Hrvatska)	HR
Dominican Republic	DO
Ecuador	EC
Egypt	EG

El Salvador	SV
Finland	FI
France	FR
Germany	DE
Guatemala	GT
Honduras	HN
Hongkong	HK
Indonesia	ID
Iraq	IQ
Ireland	IE
Israel	IL
Italy	IT
Jamaica	JM
Johab	JH
Jordan	JO
Korea	KR
Kuwait	KW
Lebanon	LB
Libyan Arab Jamahriya	LY
Liechtenstein	LI
Luxembourg	LU
Malaysia	MY
Malta	MT
Mexico	MX
Modern	EM
Moldova	MD
Morocco	MA
Netherlands	NL

New Zealand	NZ
Nicaragua	NI
Norway (Bokmal)	NO
Norway (Nynorsk)	NY
Oman	OM
Panama	PA
Paraguay	PY
Peru	PE
Philippines	PH
Portugal	PT
Puerto Rico	PR
Qatar	QA
Reunion	RE
Romania	RO
Russia	RU
Saudi Arabia	SA
Scotland	CT
Singapore	SG
South Africa	ZA
Spain	ES
Sweden	SE
Switzerland	CH
Syrian Arab Republic	SY
Taiwan	TW
Trinidad	TT
Tunisia	TN
United Arab Emirates	AE
United Kingdom	GB

United States	US
Uruguay	UY
Venezuela	VE
Vietnam	VN
Wales	WA
Yemen	YE

Unicode Enhancements in Translator's Workbench

You can create translation memories with the newly supported languages as both source and target languages, if the support for these languages is installed on the computer. The proper font should be set for the target language, ideally Arial Unicode MS or where applicable Code 2000.

Here is a list of some of the benefits afforded to you now that Unicode characters are fully supported:

- You can assign any file name containing any special character to file-based translation memories.
- In the **Translation Memory Properties** dialog box any file names or other details should display correctly.
- Substitutions, most specifically variables, can contain Unicode characters.
- When exporting translation memories to version 6. x Unicode characters in source or target segments in 8.x TMs should come out as \u... sequences in 6.x TXT files, so that they can be correctly imported into 6.x TMs. Unicode (non-ANSI 1252 codepage) characters in text and attribute fields will not be supported in 6.x TXT files.
- In the **Maintenance Filter** dialog box, you can filter according to Unicode/non-Western/non-default codepage data. For instance, you can filter only certain Hindi segments in a translation memory with Hindi as target language. The same applies to Unicode characters in text or attribute fields and even system fields such as Creation and Change User.
- The **Find and Replace** option in **Maintenance** dialog box allows you to find and replace Unicode only characters and it is also possible to change text and attribute fields with Unicode data in them.
- You can view Unicode/non-1252 characters in both translation units (TUs) and metadata fields.

- You can save and load constraints settings which have Unicode or non-Western file names and/or non-Western content in both text/attribute field names and content.
- You can use Unicode values in text and attribute fields and for applying project and filter settings.
- Style lists, file names and content can store non-default codepage Unicode content.
- You can save/load project/filter settings files with Unicode/non-Western file names and/or non-Western content in both text/attribute field names and content.
- You can use reference file-based Concordance translation memories with Unicode file names. The Unicode file name will display correctly in the title bar of the Concordance window.

NOTE

Server-based translation memories do not yet support Unicode names.

- You can store new tag settings files with Unicode file names, descriptive names and/or Unicode content in tags. These files, however, can only be used in SDL Trados 2007, not in previous versions.
- You can connect to MultiTerm termbase(s) with Unicode characters in their names.
- You can batch-process documents with Unicode characters in their names.
- Batch-processing and full Analyse/Translate/Cleanup roundtrips into Unicode only languages is possible, both using interactively translated TTX files and batch-processed TTX files.
- Terms from Unicode only languages are correctly inserted into documents using the Translate feature.
- Log files can contain Unicode file names, both in .csv and .log format.
- Any concordance search strings work, even if the system default codepage is not the same as the codepage used for the Concordance search. For instance, it is possible to, say, search for a Greek string in Concordance with Greek as source language, even when working on an English operating system. Also past search terms are stored correctly in the **Concordance Search History** drop-down list.
- You can edit and display any string in any language from the source/target window of a translation unit (provided the right font settings are used). This applies to both normal and advanced editing.

- You can copy and paste Unicode text from any Unicode-enabled application (such as Notepad, Word, Internet Explorer) into the **Edit Translation Unit** dialog box in Translator's Workbench, both in normal and advanced editing. You can paste Unicode text back into target applications such as Notepad.

Unicode Enhancements in TagEditor

- Provided the correct font is used in Translator's Workbench, you can translate into all newly supported languages without any problems, including Maltese. Also, it is possible to mix any Western with Unicode-only content.
- The codepage of files saved as target into Unicode only languages should be Unicode, even if the input file used an ANSI codepage.
- It is possible to save/open documents with any file name, containing any non-default codepage string in the file name.
- You can search and replace any Unicode/non-Western string in TTX files.
- You can insert terms from Unicode only languages into the document in both source and target.
- You can place placeables with any non-Western/Unicode only content in them, e.g. variables or such content in tags.
- Spell checking is possible for target languages whose codepage does not match the current system default codepage. Suggestions in those target languages are shown and replaced correctly.
- The message pane in TagEditor supports Unicode/non-Western content. For instance, the new terminology verifier can report term issues also for Unicode only and other non-Western languages.
- You can use Unicode content in the **AutoText** feature which can insert Unicode/non-Western content anywhere in the document.

TRANSLATOR'S WORKBENCH ERROR MESSAGES

This section provides information on how to understand and respond to the information provided in error messages.

Each message is listed in a table with its number (if applicable) and followed by the cause of the message and a proposed resolution.

Appendix

B

RESPONDING TO ERROR MESSAGES

The responses listed in this document are based on the most likely causes of the error that occurred. However, an error may occur for other unanticipated reasons and require a different response. Contact technical support if you are unable to resolve an error with any of the suggested responses in this document.

ERROR MESSAGES

The following sections list some of the most common errors. Information is included on possible causes and resolution based on the most common reasons for the errors.

Error Number	Message Text
2	The system cannot find the file specified. [Drive:Path\File name]

Cause

This error message occurs whenever the operating system (Windows) cannot find a file.

Resolution

This error typically occurs when opening a translation memory. In this case it indicates that you have moved or copied the translation memory to a new location without moving or copying all translation memory files.

In all other cases, be sure the file you are trying to access actually exists.

Error Number	Message Text
31050 – 31200	Database errors

Cause

Database errors occur when there is a problem with the translation memory database and its fuzzy index files.

Resolution

Use the **Reorganise** method to repair the translation memory, or export it into a text file that you re-import into a new translation memory. Other error messages you may get are `Invalid record reference` or `Key not found`. If you get either of these messages, **Reorganise** immediately.

Error Number	Message Text
31051	Couldn't obtain database lock. Couldn't open [file name.tmw]. Probably already open exclusively.

Cause

This error indicates that you are trying to open a translation memory that has already been opened in exclusive mode by another user, probably your Translator's Workbench system administrator. Exclusive mode is necessary for reorganising a translation memory and for other critical operations.

Resolution

Wait until your system administrator makes the translation memory available again to everyone. If this is not the cause, please contact technical support.

Error Number	Message Text
31055	Database corrupt! Run export, create a new TM and re-import

Cause

You are trying to open a translation memory database that has been corrupted, for example, due to a power failure.

Resolution

Translator's Workbench will try to let you run a so-called "emergency export" when this error occurs. After the export, you can create a new translation memory and re-import the exported file.

If Translator's Workbench does not offer you the "emergency export" function, please contact technical support.

Error Number	Message Text
31101	Invalid record reference

Cause

There is a problem with the database and its fuzzy index files.

Resolution

Use the **Reorganise** command to repair the translation memory. Alternatively, export it into a text file and re-import into a new translation memory.

Error Number	Message Text
32000 – 32015	Matrix errors

Cause

Matrix errors occur when there is a problem with the translation memory database and its fuzzy index files. This affects the fuzzy searching capabilities of Translator's Workbench and/or MultiTerm. Matrix errors in Translator's Workbench always include the name of the file in which the error occurred.

Resolution

Use the **Reorganise** command to repair the translation memory. Alternatively, export the translation memory to a text file and re-import into a new translation memory.

Error Number	Message Text
33200	The mark for ending a subsegment is missing or damaged

Cause

This error can occur in interactive translation or during batch operations with Analyse, Translate and Clean Up. It means that one or more characters of the <n} string (n being any number between 1 and 9) at the end of a sub-segment (index entries, footnotes) has been accidentally deleted.

Resolution

- In interactive translation, check the end of the translation unit's subsegments you want to save or reopen. Every subsegment must have the delimiting mark n at its end, otherwise Translator's Workbench is unable to process the corresponding translation unit.

- During batch runs, this error is non-fatal. Translator's Workbench will continue with the batch process and add the error information to the log file and mark the problem in the affected document with a bright green arrow. After the batch process, check the log file for the affected document(s) and repair them as described above. After the error has been addressed, you can run the batch process again.

Error Number	Message Text
33201	The mark for ending a translation unit is missing or damaged

Cause

This error can occur in interactive translation or during batch operations with Analyse, Translate and Clean Up. It means that one or more characters of the <o} string at the end of the translation unit has been accidentally deleted.

Resolution

- In interactive translation, check the end of the translation unit. It must have the <o} delimiting mark at its end, otherwise Translator's Workbench is unable to process it.
- During batch runs, this error is non-fatal. Translator's Workbench will continue with the batch process and add the error information to the log file and mark the problem in the affected document with a bright green arrow. After the batch process, check the log file for the affected document(s) and repair them as described above. After the error has been addressed, you can run the batch process again.

Error Number	Message Text
33202	The mark for starting a subsegment is missing or damaged

Cause

This error can occur in interactive translation or during batch operations with Analyse, Translate and Clean Up. It means that one or more characters of the {n> string (n being any number between 1 and 9) at the beginning of a subsegment (index entries, footnotes) have been accidentally deleted.

Resolution

- In interactive translation, check the beginning of the translation unit's subsegment. Every subsegment must have the delimiting mark {n> at its beginning, otherwise Translator's Workbench is unable to process the corresponding translation unit.
- During batch runs, this error is non-fatal. Translator's Workbench will continue with the batch process and add the error information to the log file and mark the problem in the affected document with a bright green arrow. After the batch process, check the log file for the affected document(s) and repair them as described above. After the error has been addressed, you can run the batch process again.

Error Number	Message Text
33203	The mark for starting a translation unit is missing or damaged.

Cause

This error can occur in interactive translation or during batch operations with Analyse, Translate and Clean Up. It means that one or more characters of the {o> string at the beginning of the translation unit has been accidentally deleted.

Resolution

In interactive translation, check the beginning of the translation unit. Every translation unit must have the delimiting mark {o> at its beginning, otherwise Translator's Workbench is unable to process it.

During batch runs, this error is non-fatal. Translator's Workbench will continue with the batch process and add the error information to the log file and mark the problem in the affected document with a bright green arrow. After the batch process, check the log file for the affected document(s) and repair them as described above. After the error has been addressed, you can run the batch process again.

Error Number	Message Text
33204	Subsegment has already been placed

Cause

Pressing [Alt] + [n] to place a sub-segment inside the target field (n being the number of the subsegment you want to place), when you have already placed a subsegment with that number inside the target field. It cannot be placed twice. Translator's Workbench displays the above error message.

Resolution

Use Show/Hide in Word to display hidden text. Delete the subsegment and place it in a different location.

Error Number	Message Text
33205	Subsegment not found

Cause

Pressing [Alt] + [n] to place a subsegment inside the target field (n being the number of the subsegment you want to place), when the source segment of the current translation unit does not contain any subsegment with the number you pressed with the [Alt] key. Translator's Workbench displays the above error message.

Resolution

It is not possible to place a subsegment that does not exist in the source segment of a translation unit. If you want to insert, say, an extra index entry inside the target field — that is, an index entry that does not exist in the source field — use normal Word methods.

Error Number	Message Text
33206	The mark for delimiting source and target is missing or damaged

Cause

This error can occur in interactive translation or during batch operations with Analyse, Translate and Clean Up. It means that one or more characters of the <}o{> string between the source and target segment of the translation unit have been accidentally deleted.

Resolution

In interactive translation, check the string between the source and target segment of the translation unit. It must have the delimiting mark <}o{> exactly as shown, otherwise Translator's Workbench is unable to process it.

During batch runs, this error is non-fatal. Translator's Workbench will continue with the batch process and add the error information to the log file and mark the problematic spot in the affected document with a bright green arrow. After the batch process, check the log file for the affected document(s) and repair them as described above. After the error has been addressed, you can run the batch process again.

Error Number	Message Text
50000	Invalid password

Cause

The password typed to access the translation memory is invalid, or the access mode (exclusive, read-write, read-only) does not match the rights attached to your password. The translation memory cannot be opened.

Resolution

Open the translation memory you want to access in exclusive mode using the super user password, and verify the password settings in the **Access Rights** tab of the **Setup** dialog (**File** menu). Then use these settings when opening the translation memory.

Error Number	Message Text
50001	You are not authorised to write to this TU

Cause

The operation you are trying to perform – for example, saving or a new translation unit or changing an existing one – cannot be completed because the translation memory has been opened using a read-only password.

Resolution

Open the translation memory in an access mode that allows saving new translation units or changing existing ones.

Error Number	Message Text
50003	Cannot obtain desired permissions

Cause

The necessary permissions could not be obtained while opening a translation memory.

Resolution

Modify the access rights for the translation memory you want to use. To achieve this, open the translation memory you want to access in exclusive mode using the super user password, and verify the password settings in the **Access Rights** tab of the **Setup** dialog box (**File** menu).

Error Number	Message Text
50005	This translation memory has passed its "Usable Until" expiry date.

Cause

The translation memory you want to open has passed its Usable Until date.

Resolution

Open the translation memory in exclusive mode, and change the **Usable Until date** in the **General** tab of the **Setup** dialog box (**File** menu).

Error Number	Message Text
50006	You must obtain exclusive TM access to perform this operation.

Cause

This error occurs when a third-party application calls a Translator's Workbench function which requires exclusive translation memory access. Examples of such functions are Reorganise, Import, and Export.

Resolution

Open the translation memory in exclusive access mode and try again.

Error Number	Message Text
50007	File type not supported for import.

Cause

You are using the **Import** command to import an unsupported file into the current translation memory. This can occur when you save an imported file in Word as a Word document.

Resolution

When you import, be sure to use one of the file types supported by Translator's Workbench.

Error Number	Message Text
50008	File type not supported for export.

Cause

You are using the **Export** command to export the current translation memory to an unsupported file format.

Resolution

When you export, be sure to use one of the file types supported by Translator's Workbench.

Error Number	Message Text
50009	File not found: [file name].

Cause

You are trying to use a reference translation memory that does not exist for concordance searches.

Resolution

Be sure to specify either an existing reference translation memory, or none at all, when using the concordance feature.

Error Number	Message Text
50010	Error in file format: unknown statement.

Cause

The Workbench filter (WFS) or project (WPS) settings file you are trying to use contains illegal expressions.

Resolution

Check the contents and syntax of the WFS/WPS file. Make sure that it complies with the Translator's Workbench format for this type of file.

Error Number	Message Text
50011	Error in file format: illegal directive.

Cause

The Workbench filter (WFS) or project (WPS) settings file you are trying to use contains illegal fields.

Resolution

Check the contents and syntax of the WFS/WPS file. Make sure that it complies with the Translator's Workbench format for this type of file and that they do not contain any invalid fields.

Error Number	Message Text
50012	Format error in constraint settings file [file name].

Cause

The Workbench constraints settings (WCS) file you are trying to use contains an invalid format.

Resolution

Check the contents and syntax of the WCS file. Make sure that it complies with the Translator's Workbench format for this file type.

Error Number	Message Text
50013	The language ID <ID> is unknown and cannot be processed.

Cause

The file you are trying to process contains one or more invalid language identifiers.

Resolution

Check the contents of the file you want to process. Make sure that it contains only valid language identifiers.

Error Number	Message Text
50014	The system field identifier <ID> is unknown and cannot be processed.

Cause

The file you are trying to process contains one or more invalid system fields.

Resolution

Check the contents of the file you want to process. Make sure that it contains only valid system field labels.

Error Number	Message Text
50015	Error in time expression

Cause

The file you are trying to process contains one or more invalid time specifications.

Resolution

Check the contents of the file you want to process. Make sure that it contains only valid time specifications.

Error Number	Message Text
50016	Don't use ; as list separator in style name.

Cause

This message appears when Translator's Workbench detects a semicolon (;) in a style name of the document that you are translating interactively or in batch mode. A semicolon in a style name is invalid. Word and Translator's Workbench cannot handle style names with this character when converting to and from RTF.

Resolution

To fix this problem, change the following Windows setting:

1. Click **Start**.
2. On the **Settings** menu, select **Control Panel**. The **Control Panel** opens.
3. Double-click the **Regional Settings** icon. The **Regional Settings** dialog box opens.
4. Click the **Number** tab.
5. In the **List Separator** text box, change the semicolon to a character of your choice, preferably a comma.
6. Click **OK** to confirm these settings to dismiss the **Regional Settings** dialog box.

Error Number	Message Text
50017	Internal parameter error/bad calling syntax

Cause

The syntax used to call a function in the API is invalid. Ensure you have included all necessary parameters in the call statement.

Resolution

Check the syntax of the call and make sure it complies with the documentation of the respective API call.

Error Number	Message Text
50018	Contents of project settings file are incompatible with the current TM [file name].

Cause

The project settings file (WPS) you are trying to use contains settings that are not compatible with the current translation memory setup (text and attribute fields and picklists).

Resolution

Check the contents of the WPS file. Ensure it contains settings compatible with the current translation memory setup (check File – Setup – Fields in Translator's Workbench).

Error Number	Message Text
50019	Contents of filter settings file are incompatible with the current TM [file name].

Cause

The filter settings file (WFS) you are trying to use contains settings that are not compatible with the current translation memory setup (text and attribute fields and picklists).

Resolution

Check the contents of the WFS file. Ensure it contains settings compatible with the current translation memory setup (check File – Setup – Fields in Translator's Workbench).

Error Number	Message Text
50020	Contents of constraints settings file are incompatible with the current TM [file name].

Cause

The constraints settings file (WCS) you are trying to use contains settings that are not compatible with the current translation memory setup (text and attribute fields & picklists).

Resolution

Check the contents of the WCS file. Ensure it contains settings compatible with the current translation memory setup (check File – Setup – Fields in Translator's Workbench).

Error Number	Message Text
50021	The translation memory [file name] cannot be accessed because it uses languages not selected during installation.

Cause

You are trying to open a translation memory with languages that are not supported by your installation of Translator's Workbench Freelance. The Freelance version of Translator's Workbench supports a maximum of five languages and their sublanguages. You must select these languages during installation. If a translation memory contains other languages, this error occurs.

Resolution

Reinstall Translator's Workbench. During installation, be sure to choose the languages contained in the translation memory you want to open. Alternatively, upgrade to the standard version of Translator's Workbench which does not have any language limitations.

Error Number	Message Text
50022	This version of Workbench doesn't support V8.0 translation memories.

Cause

The version of Workbench must be incompatible with the translation memories created in SDL Trados 2007.

Resolution

Upgrade your version of Workbench to SDL Trados 2007.

Error Number	Message Text
50050	Source segment is empty!

Cause

You are attempting to save a translation unit with an empty source segment. Both source and target segments of a translation unit must contain text.

Resolution

Before saving a translation, ensure that the source and target segments contain valid text.

Error Number	Message Text
50051	Cannot save translation unit with empty target.

Cause

You are attempting to save a translation unit with an empty target segment. Both source and target segments of a translation unit must contain text.

Resolution

Before saving a translation, ensure that the source and target segments contain valid text.

Error Number	Message Text
50052	Inconsistent data. Please reorganise the database or run an export/import.

Cause

The translation memory you are using contains inconsistent data and must be reorganised or exported and re-imported into a new translation memory.

Resolution

Use the Reorganise method to repair the translation memory. Alternatively, export the translation memory to a text file and re-import into a new translation memory.

Error Number	Message Text
50100	Invalid parameter file [file name].

Cause

This error only occurs when using Translator's Workbench via its API. It indicates that the job file used for one of the batch functions Analyse, Translate and Clean Up contains invalid settings or commands.

Resolution

Check the syntax of the commands and settings used in the job file. Ensure it complies with the specifications of the Translator's Workbench API.

Error Number	Message Text
50101	File empty.

Cause

You are processing an empty file with one of the batch functions (Analyse, Translate and Clean Up).

Resolution

Check the files to be processed and make sure they are not empty.

Error Number	Message Text
50102	Invalid tag settings file [file name].

Cause

You are using an invalid tag settings file (INI) when processing SGML/HTML/XML documents with the batch functions (Analyse, Translate and Clean Up).

Resolution

Make sure that the tag settings file (INI) is valid for the SGML/HTML/XML documents you want to process. Specify the tag settings file in the **Tools** tab of the **Translation Memory Options** dialog box (**Options** menu).

Error Number	Message Text
50103	Unknown file format [file name].

Cause

You are trying to process an unsupported file format with one of the batch functions (Analyse, Translate and Clean Up).

Resolution

Ensure that you only process file formats supported by the batch functions in Translator's Workbench.

Error Number	Message Text
50104	Folder does not exist, was moved or renamed [folder name].

Cause

This error occurs if the folder containing the log files used during batch processing no longer exists.

Resolution

Make sure that the folder containing the log files exists, or specify a different log file.

Error Number	Message Text
50152	MultiTerm not running.

Cause

You are using Translator's Workbench without MultiTerm.

Resolution

Translator's Workbench's active terminology recognition feature can only work if you have started MultiTerm and opened a termbase with a fuzzy index.

If you ignore the message, Translator's Workbench assumes that you do not want to work with MultiTerm at the moment. It maximises its source and translation memory windows, and hides the terminology window. If you would like to start MultiTerm and use the active terminology recognition feature (a step that we highly recommend), Translator's Workbench automatically recognises that MultiTerm is now running and displays its terminology window.

Error Number	Message Text
50153	Timeout while communicating with MultiTerm.

Cause

This error can have the following causes:

- You are editing a term entry and MultiTerm is therefore in edit mode. Translator's Workbench cannot access MultiTerm while it is in edit mode and displays this error message. MultiTerm must be in display mode for Translator's Workbench to send messages to it.
- No termbase has been opened in MultiTerm.

Resolution

- Finish working in MultiTerm's edit mode and click Save to return to display mode.
- If no termbase has been opened, switch to MultiTerm and open a termbase.

Error Number	Message Text
50154	No termbase has been opened in MultiTerm.

Cause

Translator's Workbench cannot access the terminology stored in MultiTerm as no termbase has been opened.

Resolution

Switch to MultiTerm and open a termbase.

Error Number	Message Text
50155	Current MultiTerm termbase has no fuzzy index.

Cause

Translator's Workbench cannot access the terminology stored in MultiTerm as no fuzzy index has been created for the current terminology database.

Resolution

For Translator's Workbench to work correctly with MultiTerm databases, they must be available in "fuzzy format". You must create a fuzzy index for the terminology database. To do this, select **Create Fuzzy Index** from the **File** menu in MultiTerm. MultiTerm now works through the database and creates fuzzy images of all its terms in all languages, adding them to neural network files that are created in addition to your terminology database. For this reason, please make sure that you have enough space on your hard disk before starting this process.

A message in the status bar confirms that MultiTerm is creating a fuzzy index. This can take a few minutes. Wait until MultiTerm has finished creating the fuzzy index or the neural network may be incomplete or even damaged. A message appears in the status bar after the fuzzy index has been created successfully.

Error Number	Message Text
50156	MultiTerm database too large for demo mode. Connect dongle to parallel or USB port!

Cause

You are running Translator's Workbench in demo mode (without dongle). In demo mode, Translator's Workbench can only access terminology databases with a maximum of 100 entries.

Resolution

Open a termbase that complies with file size restrictions in demo mode, or attach a valid dongle to the parallel or USB port of your computer.

Error Number	Message Text
50157	Source term not found! Changed or deleted since Create Fuzzy Index.

Cause

The source term Translator's Workbench is trying to access no longer exists in the current MultiTerm database. It has probably been deleted or renamed since the fuzzy index for the termbase was last created.

Resolution

Switch to MultiTerm and select **Create Fuzzy Index** from the **File** menu to update the fuzzy index.

Error Number	Message Text
50158	No target term available in MultiTerm entry.

Cause

Translator's Workbench has found a term in the sentence for which no target term exists in the current MultiTerm entry.

Resolution

This is a non-fatal error. You can continue accessing Translator's Workbench and MultiTerm.

Error Number	Message Text
50159	No read access to target term.

Cause

Translator's Workbench has found a term in the sentence but you do not have read authorization for the current entry the term belongs to.

Resolution

Make sure you have read access to the MultiTerm database. See the MultiTerm Administrator's Guide for more information on access rights.

Error Number	Message Text
50163	Illegal index

Cause

This error can have multiple causes. The most probable one is that Translator's Workbench has found a term in the sentence but you do not have read authorization for the current entry the term belongs to.

Resolution

Make sure you have read access to the MultiTerm termbase.

Error Number	Message Text
50250	Invalid OLE parameter.

Cause

This error occurs when a third-party application is using Translator's Workbench via its API and uses an invalid parameter. For instance, if the application tries to search the translation memory with an empty string.

Resolution

Contact the vendor of the third-party application for support.

Error Number	Message Text
50251	No translation memory has been opened.

Cause

You have no translation memory open.

Resolution

Open a translation memory.

Error Number	Message Text
50300	No previous search! Could not save translation unit. Use "Close" without saving.

Cause

This message appears after you perform the following steps:

1. Closing the current translation memory or exiting Translator's Workbench before closing the currently open translation unit in Word with Set/Close.
2. Re-opening a translation memory or re-starting Translator's Workbench.

Resolution

The program displays the above message when you try to save the open translation unit. To fix the problem and save the translation unit in translation memory:

1. Close the translation unit by clicking Close.
2. Place the cursor somewhere inside the translation unit you have just closed, and click Open/Get to re-open it.
3. Click Set/Close to save the translation unit in translation memory. If you want to go on to the next unit immediately, click Set/Close Next Open/Get.

Error Number	Message Text
50302	Cannot add a new translation to a TM which does not support multiple translations.

Cause

You are trying to add a new translation for a 100% match to a translation memory that does not support the multiple translations feature.

Resolution

Before using the **Add As New Translation** command, check whether the translation memory supports it by looking at the **Multiple Translations** information in the **Properties** dialog box (**File** menu).

Error Number	Message Text
50303	"Add as new translation" can only be used in case of 100% matches or multiple translations.

Cause

This error occurs in translation memories supporting the multiple translations feature. It happens when you try to add a new translation for the current segment but it is not an exact match or one of several exact matches to which the multiple translations penalty has been applied.

Resolution

Before using the **Add As New Translation** command, be sure to check whether you can actually use it in the current situation. For more information, refer to the Translator's Workbench documentation.

Error Number	Message Text
50400	Error in TMX error.

Cause

You are trying to import a TMX (Translation Memory eXchange) file whose header is not valid.

Resolution

Make sure the TMX file you are trying to import is valid and complies to level 1 or 2 of the TMX specifications. For more information, visit the TMX web site at http://www.lisa.org/tmx.

Error Number	Message Text
50401	Error in TMX translation unit.

Cause

You are trying to import an invalid TMX (Translation Memory eXchange) containing invalid TMX translation units.

Resolution

Make sure the TMX file you are trying to import is valid and complies to level 1 or 2 of the TMX specifications. For more information, visit the TMX web site at http://www.lisa.org/tmx.

Error Number	Message Text
50403	Unexpected end of file while processing TMX file.

Cause

You are trying to import a TMX (Translation Memory eXchange) file that has an unexpected end.

Resolution

Make sure the TMX file you are trying to import is valid and complies to level 1 or 2 of the TMX specifications. For more information, visit the TMX web site at http://www.lisa.org/tmx.

Error Number	Message Text
50450	Unknown TMX error

Cause

You are trying to import an invalid TMX (Translation Memory eXchange) file.

Resolution

Make sure the TMX file you are trying to import is valid and complies to level 1 or 2 of the TMX specifications. For more information, visit the TMX web site at http://www.lisa.org/tmx.

Error Number	Message Text
no fixed number	Outdated document template (tw4win2k.dot or earlier). Please use current version TRADOS8.dot.

Cause

This error often happens after installing a new maintenance release.

Resolution

Copy the template file, TRADOS8.dot, to the Template or Startup directory of Word. TRADOS8.dot is the template file that currently ships with SDL Trados 2007. It is copied to the TT\Templates folder during installation of SDL Trados 2007.

Error Number	Message Text
no number	Different target in TM. Use "Get" to update document or "Set" to update TM.

Cause

This message appears when the target segment of the currently open translation unit is not the same as its counterpart in translation memory. In this case you can decide whether you want to use the target segment from translation memory, update the translation memory according to the changes in the current translation unit, or cancel without making any changes to your document or translation memory:

Resolution

To transfer the target segment from translation memory to your document, click Get.

To update the translation memory based on the target segment in the current translation unit, click Set/Close Next Open/Get or Set/Close.

To change neither the document nor the translation memory, click Close. This allows you to keep the target text in your document without changing the translation unit in translation memory.

NOTE

If the current translation memory allows multiple translations, you can also add the changed translation unit in your document as a new translation unit in the translation memory

Error Number	Message Text
no number	New Translation Unit! Use "Set" to add it to the TM.

Cause

This message appears when the current translation unit does not have any counterpart in translation memory. This happens, for example, after pre-segmenting a document using the Translate function and then, in Word, opening a new translation unit in the pre-processed file.

Resolution

Make the desired changes, if any, to the target segment of the translation unit in Word and click Set/Close Next Open/Get or Set/Close to save the translation unit in the document as well as in translation memory.

Error Number	Message Text
no number	Term recognition: known terms not displaying

Cause

After opening a new translation unit in Word, Translator's Workbench does not display known terms in its terminology window, although the terms are definitely in the MultiTerm termbase.

Resolution

If active terminology recognition is not working properly, check the following settings in Translator's Workbench and MultiTerm:

- In Translator's Workbench, check the current settings for the terminology recognition options. You define them by selecting **Term Recognition Options** from the **Options** menu. It might be, for example, that the Minimum Match Value is set to a too strict percentage, for example, 95%. We recommend that you work with fuzziness settings of around 70%. Likewise, it might be that the Search Depth value is set too low, for example, 10. For medium-scale termbases, we recommend a Search Depth value of 20-40. Note that you can also set maximum values stretching far beyond 900. Note, however, that with these high settings, the search time of the terminology recognition takes considerably more time than with settings of, say, 100.

- Check the current language direction of your termbase. MultiTerm uses index fields to store terminology in different languages. In Translator's Workbench, the language direction is more or less fixed. An English-German Translation Memory always has English as the source language. A MultiTerm database, on the other hand, can be multilingual. This is why, before being able to work correctly with Translator's Workbench's terminology recognition feature, you have to set a language direction in your termbase that reflects the direction of the current translation memory. For example, if your current translation memory is English (UK)-German, set the same language direction in the current MultiTerm database. Otherwise, MultiTerm searches in the wrong source language (index) and hence does not find any matching entries. You can set the language direction in your termbase on the **Termbase** tab of the **Term Recognition Options** dialog box within Translator's Workbench.

- If you are using MultiTerm 5 as the terminology provider, it might also be that the fuzzy index of the MultiTerm database is not current. If this is the case, Translator's Workbench's active terminology recognition cannot find entries that you have added after creating the fuzzy index the last time. Always remember that the fuzzy index of a MultiTerm database is static and therefore only contains those terms that were present when you last created it. Newly created entries are not automatically added to the fuzzy index. Therefore, you must re-create a fuzzy index every time that you have entered a number of new entries to the MultiTerm database and would like to include them in the automatic terminology search performed by Translator's Workbench for each new segment. We recommend that you do this regularly, at the end of each week, for example.

NOTE

If you are using MultiTerm iX or 7 as the terminology provider, the fuzzy index is automatically recreated.

For MultiTerm to be able to create a fuzzy index, make sure that no translation unit is currently open in Translator's Workbench. Alternatively, deactivate term recognition temporarily using the Term Recognition toggle from the **Options** menu.

Error Number	Message Text
no number	Translation memory too large for demo mode

Cause

You do not have a valid license for Translator's Workbench.

Resolution

To obtain the correct softkey license you should follow the instructions you received at time of purchase.

The following restrictions apply when you run Translator's Workbench in demo mode:

- Translation memories may only contain up to 100 translation units.
- The **Export Frequent Segments**, **Export Unknown Segments**, **Use TM from Previous Analysis** and **Create Project TM** options in the **Analyse** dialog box are not available.

GLOSSARY

A

Access rights

The rights of a user or group of users to access, read, or write to, a translation memory. Access rights for file-based translation memories are defined in Translator's Workbench; access rights for server-based translation memories are defined in SDL Trados Server Manager.

Alignment

Process of building a translation memory from previously translated material. WinAlign is the alignment tool.

Analysis

Feature in Translator's Workbench that allows you to assess the number of translation matches in a document for translation by comparing the document to an existing translation memory.

Ancillary file

TradosTag, RTF or text-only file that is generated during the conversion of MIF/IASCII documents to STF using the S-Taggers. The ancillary file contains shared text that cannot be accessed in the STF file but requires translation.

ANSI

ANSI (American National Standards Institute) is a character set used by Windows. It is a collection of special characters and associated codes adopted by the ANSI standards organization. The ANSI character set includes many foreign characters, special punctuation, and business symbols.

ASCII

ASCII (American Standard Code for Information Interchange) is a character set which represents English characters as numbers, with each letter assigned a number from 0 to 127. For example, the ASCII code for uppercase M is 77. Most computers use ASCII codes to represent text, which makes it possible to transfer data from one computer to another.

B

Batch processing

The practice of processing multiple files at one time. The **Analyse**, **Translate** and **Clean Up** utilities in Translator's Workbench can be used to process files individually or in batches. For this reason, they are known as batch tools.

C

Character set

A character set is a defined list of characters recognised by computer hardware and software. Each character is represented by a number.

See also "ANSI" and "ASCII".

Character style

Font attribute (typeface, size, bold, italic) that can be given a character style and applied to individual or sets of characters.

In Interleaf, character style formatting can be applied through the use of inline components.

Clean Up

Feature in Translator's Workbench that removes source segments from translated documents. The source segments have been stored in the translated document during the translation process. The clean up feature also allows you to update the translation memory in accordance with the latest changes in the target files.

Client computer

Computer in a network that hosts a front-end application, which accesses a server to obtain data (information, files, application data). The client interface (GUI) is the point at which the user interacts with the system.

Client/server

Computer system architecture in which *clients* request a service and a *server* provides that service. SDL Trados 2007 can be deployed as a client/server system in a multi-user environment.

CMP file

File generated by the S-Tagger verification feature. It details all errors, alerts and warnings about tag changes in the target file. Also known as the *verifier report*.

Concordance

Feature in Translator's Workbench that allows you to search the translation memory for text fragments during interactive translation. The **Concordance** tab in the **Translation Memory Options** dialog box in Translator's Workbench defines the parameters for concordance searching.

Customise verification

Settings that allow you to suppress certain alerts and warnings during the verification process. These settings are available in the S-Taggers and in the S-Tag Verifier plug-in in TagEditor. When you select to suppress messages relating to a particular tag, any alerts or warnings referring to that tag are suppressed in the verifier report or Message pane.

D

Database server

The back end in a client/server installation of the SDL Trados 2007. This is where all server-based translation memories are stored.

DBCS

Double-byte Character Set. DBCS languages such as Japanese, Korean and Chinese require special DBCS fonts.

Demo mode

Certain applications can be used in demonstration mode when the necessary license information is not available. When an application is running in demo mode, file size limitations and feature restrictions may apply.

DTD

Document Type Definition. An ASCII file that defines the structure, elements and conventions to which an SGML, XML or HTML document must conform. The DTD file is separate from the document it defines. An example of a widely used DTD is the HTML 4.0 DTD; all HTML 4.0 documents are based on this DTD.

DTP

Desktop Publishing.

E

Excel filter

Filter component that converts Excel documents (XLS, XLT) to and from TradosTag (TTX). The Workbench batch tools and the TagEditor editing environment provide direct support for Excel documents by automatically converting them to TradosTag.

Extended characters

Accented letters and symbols which do not appear in the standard ASCII character set, for example, 'à' or 'é'.

External tag

Tag type used in tagged text files to store structural information. Paragraph styles, anchored frames and tables are usually represented as external tags. During the translation process, external tags are treated differently to internal tags.

F

Font Mapper for FrameMaker

Font Mapper for FrameMaker facilitates changing the fonts in FrameMaker MIF documents translated into or from Asian languages. Font Mapper for FrameMaker maps, or replaces, the fonts in the original document with fonts that you specify.

Font Mapper for Interleaf

Font Mapper for Interleaf facilitates changing the fonts in Interleaf ASCII documents translated into or from Japanese. It maps, or replaces, the fonts in the original document with fonts that you specify.

FrameMaker

FrameMaker is a powerful desktop publishing and book-building package from Adobe. It runs on several platforms; UNIX, Macintosh and Windows.

See also "S-Tagger for FrameMaker".

Fuzzy match

One of five match types identified by Translator's Workbench.Indicates that a similar, but not identical, match to the source segment has been found in the translation memory. You can define the minimum match value which indicates the minimum acceptable degree of similarity between the source segment and the segment found in the translation memory. Fuzzy matches below the indicated value are not suggested as matches.

H

HTML

Hypertext Markup Language. HTML is the authoring language used to create documents on the World Wide Web. HTML is similar to SGML, although it is not a strict subset. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

I

IASCII

Interleaf ASCII. IASCII is a text file format which allows you to exchange information between Interleaf and other applications. All formatting, file and page layout is retained in the IASCII file.

InDesign

Desktop publishing package from Adobe. SDL Trados supports tagged text files from InDesign 2.0 or later.

See also "Story Collectors".

Index marker

Index entries are stored in index markers. The cursor is placed at the point in the text where you want an index entry to be referenced to and the text is typed into the index marker. In STF files, index markers are moved to the ends of the paragraphs they were originally contained in.

Interleaf

A desktop publishing package from BroadVision, which has some similar features to FrameMaker. The STF produced from Interleaf files is similar to the STF produced from FrameMaker files. Interleaf runs on several platforms; UNIX, DOS and Windows.

See also "S-Tagger for Interleaf".

Internal tag

Tag type used in tagged text files to store formatting commands that do not affect the overall structure of the file. Character styles, variables special characters, and non-breaking spaces are represented as internal tags. During the translation process, internal tags are treated differently to external tags.

L

LAN

Local area network. A computer network that spans a relatively small area. LAN computers are usually linked to each other via Ethernet connections. SDL Trados 2007 can be deployed as a client/server system on a LAN.

See also "WAN".

License file

File that contains information about your license. In order to run SDL Trados software in comprehensive mode on your computer, you must provide the necessary license information by locating the relevant license file or attaching a dongle to the parallel or USB port.

See also "Demo mode", "DTD".

License Manager

This is a third party softkey license system that supports use of the SDL Trados products. The administrator uses the License Manager to communicate with the SDL FLEXlm License Server for license management functions.

M

Middleware

In a client/server architecture, the middleware sits between the client components and the back-end database server. The main purpose of the middleware is to facilitate successful communication between the database server and its clients. TM Server acts as the middleware in a client/server implementation of the SDL Trados 2007.

See also "TM Server".

MIF

Maker Interchange Format, a text format used by FrameMaker which allows you to exchange information between FrameMaker and other applications. All formatting and page layout information is retained in the MIF document.

Modifier key

The modifier keys are [Ctrl], [Alt] and [Shift] or a combination of the three. When pressed with the correct hotkey, they allow access to a menu item or dialog box control.

MultiTerm

MultiTerm is a scalable terminology management system that provides the end user with access to terminology data. MultiTerm can be used locally or, in a multi-user setup, on a LAN or WAN or online. The main client interface for MultiTerm is called MultiTerm Desktop.

See also "Term recognition".

MultiTerm Extract

The terminology application for extracting terms from documents. MultiTerm Extract extracts terms and presents them in an easy-to-use interface for validation and export. Terminology data can be exported directly from MultiTerm Extract to local and remote MultiTerm termbases.

O

ORG file

File containing structural information for the conversion of STF files to original format using the S-Taggers. The S-Taggers produce an ORG file for each MIF/IASCII file that is converted to STF. The ORG file is used to convert the translated STF file back to its original MIF/IASCII format.

P

Page break

In Interleaf and FrameMaker, you can set up a component/paragraph style so that it always starts at the top of a page or always stays with the following paragraph. Most documents will contain some components/paragraph styles whose pagination attributes are overridden, for example, when a forced page break has to be inserted.

PageMaker

Desktop publishing package from Adobe. SDL Trados 2007 supports tagged text files from PageMaker version 6.5 or later.

See also "Story Collectors".

PerfectMatch

PerfectMatch refers to the use of previously translated documents as a type of translation memory that allows segment matches to be checked for context as well as content. The PerfectMatch process compares updated source files to old bilingual documents rather than a translation memory. Segment matches, known as PerfectMatch units (XUs,) are checked for context and extracted from the old bilingual documents and transferred to the updated source files. This results in a new set of bilingual documents that have the extension `*.ttx`. PerfectMatch can be applied when creating projects in SDL Trados Synergy.

PerfectMatch Units (XU)

PerfectMatch units (XUs) are translation units that appear in your bilingual document after having PerfectMatch applied. PerfectMatch units represent segment matches that come from the previous version of the bilingual document rather than the translation memory. Because the PerfectMatch process includes a check for context, XU segment matches represent those parts of your document that typically need no further translation or editing.

Placeable

Part of a segment that has been identified as a non-text item in Translator's Workbench, for example a number or a hyperlink. Placeables to not require translation but must be placed in the correct location in the target segment.

PowerPoint filter

FIlter component that converts PowerPoint documents (PPT, PPS, POT, PPTX, PPSX, POTX, PPSM) to and from TradosTag (TTX). The Workbench batch tools and the TagEditor editing environment provide direct support for PowerPoint documents by automatically converting them to TradosTag.

Pre-translation

Automatically inserts matches from the translation memory into the document for translation. This allows already translated material be inserted before the translator begins their tasks. Using pre-translate allows a translator to concentrate on only new material.

Public entity set

A standardised set of character entities. Typically, a character entity represents a special character not available in the ASCII character set. For example, the public entity set ISO Added Latin 1 contains representations for all umlaut and accented characters, as used in Western European alphabets.

Q

QuarkXPress

Desktop publishing package from Quark. SDL Trados 2007 supports tagged text files from QuarkXPress version 4.1 or later.

See also "Story Collectors".

R

Repetition match

One of five match types identified by Translator's Workbench. A repetition match is defined as any match that occurs more than once in a document for translation. The first time a segment occurs in a document, it is counted as a 100% match, a fuzzy match or a no match. The next time the same segment occurs, it is counted as a repetition match.

RTF

Rich Text Format. This is an interchange file format invented by Microsoft.

See also "Workbench RTF".

S

SDL FLEXlm License Server

This is a third party application that stores all license information. You can access and manipulate license information using the License Manager.

SDL Trados TM Server

Middleware component in a client/server implementation of the SDL Trados 2007. TM Server is responsible for all communication between the server-based translation memory and clients of the system, including Translator's Workbench and Server Manager. Clients can communicate with TM Server using an *intranet* or an *Internet* connection. The Internet connection type is only available if TM Anywhere is installed as part of the system.

SDL Trados Server Manager

SDL Trados Server Manager is the administration client for a client/server implementation of SDL Trados 2007. It comprises two separate modules: TM Manager and User Manager.

TM Manager is used to configure TM Server and related components, to create server-based translation memories, and to import and export translation memory data. User Manager is required for user management and the definition of access rights within the TM Server and – where applicable – TeamWorks systems.

See also "TM Server".

Server computer

A computer on which server software is installed.

SGML

Standard Generalized Markup Language, a language used for designing tagged text formats.

Shift-JIS

A standard for Japanese character encoding, used mainly under Windows and Macintosh.

Smart quotes

Curly left and right quotation marks instead of straight quotation marks. Smart quotes can have different formats, depending on the language they are used in; for example, German smart quotes are different to English smart quotes.

Source Language

Refers to the original language a project is written in. For example, if your project is to translate an English manual to Spanish, English is the source language.

Special characters

Symbols like '®', '™', '©', as well as accented characters such as á and ì. Special characters and symbols must be inserted into the STF file using the Alt keyboard sequence. They may *not* be inserted using the **Insert Symbol** command in Microsoft Word for Windows.

S-Tagger for FrameMaker

The conversion solution for FrameMaker. S-Tagger for FrameMaker converts MIF files to STF. All FrameMaker page layouts and character formatting are preserved during translation. S-Tagger for FrameMaker supports MIF files from all platforms supported by FrameMaker and from FrameMaker versions 4.0 or later.

S-Tagger for Interleaf

The conversion solution for Interleaf. S-Tagger for Interleaf converts Interleaf ASCII files to STF. All Interleaf page layouts and character formatting are preserved during translation. S-Tagger for Interleaf supports IASCII files from all Interleaf platforms and from Interleaf version 5.2 or later.

S-Tags

Brief coded statements in STF files that represent formatting in FrameMaker and Interleaf documents. S-Tags are divided into external tags and internal tags.

STF file

File produced when you convert MIF/IASCII files to STF using the S-Taggers. Formatting from the FrameMaker/Interleaf documents is represented by brief coded statements (S-Tags). STF files are translated using Translator's Workbench in the TagEditor or Microsoft Word editing environments.

STF file format

When using the S-Taggers to convert FrameMaker (MIF) and Interleaf (IASCII) files to STF, you choose the file format of the STF files. They can be saved in TTX (TradosTag), RTF (Rich Text Format) or as ANSI text.

Story Collectors

SDL Trados 2007 provides Story Collectors for the most widely-used desktop publishing (DTP) packages – InDesign, QuarkXPress and PageMaker. Each Story Collector facilitates the export of tagged text from DTP files and the subsequent re-import of text after translation.

T

TagEditor

The translation editor for tagged text formats including HTML, SGML, XML, STF (Workbench RTF and TradosTag); DTP file formats including InDesign, QuarkXPress, PageMaker and Ventura; and Microsoft formats including PowerPoint and Excel. TagEditor also includes the DTD Settings Manager, tag verification and spelling checker plug-ins.

Tag Settings File

Document that contains information necessary for processing documents that conform to a particular DTD. For example, a tag settings file is required to process and format HTML, SGML, and XML documents for translation purposes. Tag settings files (also known as initialization files) have the extension `*.ini`.

Tag Settings Manager

The Tag Settings Manager is used to manage the tag settings files that are available on your file system. The Tag Settings Manager provides access to the Tag Settings Wizard where you can create and edit tag settings files. You can access both the manager and the wizard from TagEditor, WinAlign, Translator's Workbench and SDL Trados Synergy.

Target Language

Refers to the language a project is to be translated to. For example, if your project is to translate a manual from English to Spanish, Spanish is the target language.

TeamWorks Manager

TeamWorks Manager is an administrative tool for the TeamWorks system that is used to configure server components and define system-wide settings. TeamWorks Manager can run independently or it can be hosted within the SDL Trados Server Manager.

Term recognition

Feature in Translator's Workbench that makes use of the interface between Translator's Workbench and MultiTerm. When you activate term recognition, terms stored in the selected MultiTerm termbase are automatically suggested to you during translation.

Termbase

Database used to store terminology and related information.

TM Anywhere

In a client/server implementation of SDL Trados 2007, TM Anywhere is a web server application that enables TM Server to communicate with Translator's Workbench using an Internet connection.

TM Server

Middleware component in a client/server implementation of SDL Trados 2007. TM Server is responsible for all communication between the server-based translation memory and clients of the system, including Translator's Workbench and SDL Trados Server Manager. Translator's Workbench can communicate with TM Server using an *intranet* or an *Internet* connection. The Internet connection type is only available if TM Anywhere is installed as part of the system.

TradosTag

An XML-based file format for representing tagged text and bilingual data. TradosTag (TTX) provides a standard method for processing XML, HTML, SGML, PPT, XLS and DTP file formats and replaces BIF as the file format for bilingual documents in SDL Trados.

TradosTag is one of the STF file format options that you can select in the S-Taggers.

Translation memory

Translation memory provides the ability to identify reusable content from previous translation projects. SDL Trados translation memory uses database technology to store content from previous translation projects and automatically propose suggestions to the translator when translating new content. The database stores segment or sentence pairs. Each source language segment is paired with its corresponding target language segment.

Translator's Workbench

Translation memory database and management system with document analysis, pre-translation and clean up features. Translator's Workbench can be used in conjunction with a variety of editing environments including Microsoft Word and TagEditor. Translator's Workbench is also integrated with the MultiTerm terminology management system for the purposes of term recognition during translation.

TTX

See "TradosTag".

V

Validation

In TagEditor, validation refers to the process of validating an XML document after translation using the XML Validator plug-in.

Ventura

Desktop publishing package from Corel. SDL Trados supports tagged text files from Ventura version 5 or later.

Verification

Refers to the comparison of tags in the target file with tags in the source file. During and after translation, translators should verify that they have placed all the tags in the translated files in the correct sequence and position.

All tagged text files can be verified using the verification plug-ins in TagEditor. In addition, STF files can be verified using the verification feature in the S-Taggers.

Verification plug-in

SDL Trados verification plug-ins provide advanced tag verification functionality for whole documents that have been translated in TagEditor. Verification plug-ins include the Generic Tag Verifier, the XML Validator and the S-Tag Verifier.

W

WAN

Wide-area-network. A computer network that spans a relatively large geographical area. Typically, a WAN consists of two or more local-area networks (LANs). The largest WAN in existence is the Internet.

See also "LAN".

Warning

Message which is generated during tag verification in TagEditor or the S-Taggers. Certain warnings may be suppressed during the verification process by customising the verifier report. Warnings identify changes in tags which do not affect the structure of the file, only the formatting of the text within the file. Warnings do not prevent backward conversion of the target file but should be checked in order to avoid undesirable effects in the finished document.

WinAlign

SDL Trados visual alignment tool that allows you to create translation memory import files from previously translated source and target texts. WinAlign also includes the Tag Settings Manager.

Workbench RTF

Workbench RTF documents (also referred to as tagged RTF documents) are files that comply with the Translator's Workbench standard for tagged RTF. These files contain tags that have been marked up with the *tw4winExternal* and *tw4winInternal* tag styles.

Workbench RTF is one of the STF file format options that you can select in the S-Taggers.

X

XML Validator

SDL Trados plug-in that allows you to validate XML documents that have been translated in TagEditor.

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